

## Tiggers Nurseries Ltd Fees Schedule April 2018

### Registration Fee

A Registration Fee is payable when reserving a place at Tiggers, subject to our setting availability. This is a **non-refundable** fee of £85.00 to cover administration and settling in sessions.

### Deposit

Once a space has been confirmed, a deposit of £250.00 [part-time] and £500.00 [full-time] is payable, along with the £85.00 registration fee. This is refundable once your child has left and the account is clear, but only if they have completed a minimum of 6 months with the nursery and have also provided the correct notice period in writing.

### Nursery Fees

Fees are payable monthly in advance, on or before the 01 of each month (The due date). Please see our terms and conditions for further information.

Overdue fees are subject to interest charges of 8% over the current base rate and an administration fee of £20.00 for every 5 working days that expire after the due date of non-payment.

FEE TABLE	Cost Description	Monthly Rates All Age Groups	Additional Charges
<b>Regular Sessions (Non-funded)</b>			
1 Full Day		£200.00	
2 Full Days		£400.00	
3 Full Days		£600.00	
4 Full Days		£800.00	
Full-time Rate (with 10% deducted)		£900.00	
3 x AM/PM Sessions – Over Three Years Only		£375.00	
4 x AM/PM Sessions - Over Three Years Only		£500.00	
5 x AM/PM Sessions - Over Three Years Only		£625.00	
<b>Flexible Sessions</b>			
Full Day			£60.00
Half Day (Over Three Years Only)			£35.00
Early Start 07.30-8.00am (All ages)			£5.00
<b>Funded Children (Stretched over 50-weeks)</b>			
Up to 570 per year Universal Funding		£0.00	
Up to 1,140 per year Extended Funding		£0.00	
Additional hours - Full day			£4.80
Additional Hours - Half Day			£6.00
Consumables 1-day attendance (universal or extended)		Monthly	£41.67
Consumables 1.5-5 days attendance (universal)		Monthly	£62.50
Consumables 1.5 days attendance (extended)		Monthly	£62.50
Consumables 2 days attendance (extended)		Monthly	£83.33
Consumables 2.5 days attendance (extended)		Monthly	£104.17
Consumables 3-5 days attendance (extended)		Monthly	£125.00
<b>Other Charges</b>			
Set Late Charge			£15.00
Per 15 Mins after initial charge			£5.00
Late Fee Admin Charge [per each 5 working overdue days]			£20.00

**Cash or cheque payments are not accepted**

***Please note: We only offer full day sessions for children under the age of three years, due to small children's routines and limited availability. Any part-hour is charged at the full hourly rate.***

The Fees Table sets out the monthly payments, based on a 50-week year (annualised calculation), discounting 2-weeks deduction for nursery holiday closures, (for non-funded and stretched funded children). Any absence due to illness or holiday is chargeable at the full amount. You must inform the Nursery Manager of all planned absences by filling out a "holiday form". Any permanent changes to sessions require notice in writing, using the nursery "change of sessions form".

For the termination of your contract please see the nursery T & Cs. Notice periods are currently 8 weeks for non-funded children and a Terms' notice for funded children. Cut off dates are specified in the T & Cs.

### Reductions

When siblings attend Tiggers a reduction of 10% is made to the cheapest child (usually the eldest), excluding any additional charges (such as, but not limited to flexis and consumables).

A 10% Full-time discount is deducted from regular fees; This has been applied to the full-time rate shown.

### Free Entitlement Hours (FE) Universal and Extended

The Term after the child turns 3 years of age they are entitled to the universal funded hours, currently 570 per year or the extended hours, currently 1,140 per year. The extended hour entitlement depends on the family's income and if both parents are working. The parent/guardian must apply for the extended funding themselves each Term, online and provide the nursery with a valid code. The code is then verified by the nursery when applying for the children's funding via the funding portal. The Free Entitlement Funding (FE) is explained in the Nursery T & Cs. The Pre-school staff will give parents Termly newsletters or emails about their child's expected entitlements along with any additional charges. A spreadsheet will be available to the parent/guardian of children receiving the FE, showing the Term's scheduled payments/explanations.

### Nursery Closures

The nursery is closed for all Public Bank Holidays and at Christmas (see closure dates). Fees are charged at the normal monthly rates as per the fee chart with no deduction for these closures. The fees have been worked out over a shorter year to compensate for such closures.

### Sessions

The nursery is open from 8.00am-6.00pm, Monday to Friday, except for the nursery closures stated above. For an additional charge we can take a limited number of children from 7.30am, (early start). Your child is welcome to attend for a minimum of 3 half day sessions [3-5yrs] or 1 full day [0-5years]. Sessions cannot be swapped due to staffing and availability. Morning sessions finish promptly at 1.00pm and latest pickup in the afternoon is 5.50pm (to allow for adequate feedback and nursery closure by 6pm). Any late pickups past these times will result in a set late fee charge (see chart). Additional charges are also made every 15 minutes going over the set pick up times to cover a minimum of two Senior staff to remain in attendance.

### Flexible Sessions [Flexis]

Children that are already in regular attendance can have additional days added on to their normal sessions, as and when required, but subject to availability. A flexi booking form will be issued if the space is available and once this has been signed and returned with the payment the booking can then be made. The payment is non-refundable if the child does not use this additional session, due to staff cover arranged, but can be transferred with a minimum of 48hrs notice.

### Payments

The nursery accepts payment from the following methods:

Bank transfer or standing order to:

Tiggers Nurseries Ltd, Sort Code **30:91:87** (Lloyds Bank) Account number **41438368**

Voucher payments (with proof via a remittance) from Computershare, Kiddivouchers, Edenred and Care-4

The online Tax Free Childcare Service <https://www.gov.uk/help-with-childcare-costs>

The nursery will need to be informed of your unique code for the allocation of tax free childcare payments.