

# How much will it cost?

Prices include all meals, drinks and snacks throughout the day, or session used.

Any packet foods such as baby rice should be provided by the parent until the child is able to accept a blended nursery menu. (Please see our menus)

Nappies and wipes are **NOT** included in the fees and must also be provided.

**April 2018**

<u>Rates &amp; Session Times</u>		<u>Cost</u>					
		This band includes provision of free nursery entitlement					
		Under 2 yr's	2yrs- 5yrs old	2 year funded 15hrs	Over 3 yr's 38 weeks term time 15 Hrs	Over 3 yr's 38 weeks term time 30 Hrs	Over 3 yr's 13 weeks non term time
Full Day	7:45 - 18:00	£52.75	£48.40	£7.30 Includes 7.5 hrs	£23.85 Includes 6 free hrs £34.20 Includes 3 free hrs	£4.15 Including 10 hrs	£48.40
½ Day (am)	7:45 - 12:45	£33.15	£31.00	£14.75 Including 3 hrs	£17.70 Includes 3 free hrs	not available	£31.00
½ Day (pm)	13:00 - 18:00	£33.15	£31.00	£14.75 Including 3 hrs	£17.70 Includes 3 free hrs	not Available	£31.00
Mid Day	9:00 - 15:30	£42.95	£39.70	£23.40 Including 3 hours	£13.05 Includes 6 free hrs £26.35 Includes 3 free hrs	not available	£39.70
Full Week	7:45 - 18:00 every day	£234.45	£207.25	£125.80 Including 15 hours	£140.70 Includes 15 free hrs	£74.15 Including 30 hours	£207.25

The government support 15hrs of free nursery education for children from the term after their 3rd birthday for 38 weeks per year. This mirrors the amount of weeks in a school year.

## 3yr olds Free Education 15 HOURS

St Gabriels Nursery offers the **15 hrs free entitlement** in **3hr blocks ONLY over 38 weeks**. (These weeks are determined using the Newcastle Local Authority school term calendar).

Each 3 hr block is calculated during a morning or afternoon session. Parents accessing Full Day or Mid Day care will be able to have 2 x 3 hrs blocks per day and pay for the surrounding hours.

Parents accessing morning or afternoon sessions will be able to have 1 x 3 hrs block per day and pay for the surrounding hours.

A **maximum of 5 x 3 hr blocks = 15 hrs** can be accessed per week subject to availability. Fees will be calculated using a combination of the prices above aggregated over the year to give a regular monthly payment.

Should you require the entitlement to be offered in a different way, a list of alternative providers offering a variety of options is available in the Parent Zone at [www.newcastle.cyp-directory.org.uk](http://www.newcastle.cyp-directory.org.uk)

## Additional service package

St Gabriel's day nursery offers an additional service charge to cover the cost of meals, snacks and additional resources to support the care and learning your child will receive. The additional cost is in line with our current fees structure and we are not making a profit with this charge. If you decide to opt out of the additional service charge you will need to take your child out of nursery for all meal times. The additional service option is available for parents to opt out of. Please advise management of which package you require.

## 3yr olds Free Education 30 HOURS

St Gabriels Nursery offers the **30 hrs free entitlement** in **3hr blocks ONLY over 38 weeks**. (These weeks are determined using the Newcastle Local Authority school term calendar).

Each 5 hr block is calculated during a morning or afternoon session. Parents accessing Full Day care will be able to have **10hr** blocks per day and pay for the surrounding hours.

Parents accessing morning or afternoon sessions will be able to have 1 x **5hr** block per day and pay for the additional service within the surrounding hours.

A **maximum of 3 x 10 hr blocks = 30 hrs** can be accessed per week subject to availability. Fees will be calculated using a combination of the prices above aggregated over the year to give a regular monthly payment.

Should you require the entitlement to be offered in a different way, a list of alternative providers offering a variety of options is available in the Parent Zone at [www.newcastle.cyp-directory.org.uk](http://www.newcastle.cyp-directory.org.uk)

#### **Pick and Mix your requirements**

Should you need a combination of full and part time sessions, please speak to the manager who will do their utmost to facilitate your family's needs. **A minimum of 2 days must be booked, we do not register children for 1 day only.** **Discounts and Concessions**

St Gabriels Nursery is able to offer a term time package. This allows you to pay half price fees during the school holidays and therefore your child is able to use half of their normal attendance pattern. This discount is calculated into your monthly fees so you will pay the same fee each month. We use the Newcastle City Council school holiday calendar for this package which we are able to provide you with should you wish to use this package. A 10% sibling concession is also offered, however these discounts cannot be used in conjunction with each other. Please ask for further details.

#### **Deposit**

To secure a place for your child a deposit is required of **£50.00 for a part time** place and **£100.00 for a full time** place.

**PLEASE REFER TO OUR TERMS OF PAYMENT BELOW**

#### **How much will it cost?**

You shall pay the charges as set out on your signed personal fees policy.

#### **Monthly fees**

Fees are published, so at a glance you can see how much you will pay per session, however the monthly fee may change with the addition of any extra's or discounts applied.

We only provide a fees policy indicating your child's FULL monthly nursery fee at the point of starting or when changes need to be applied, this will not be split for different payment methods. This must be signed and returned to nursery. It is the sole responsibility of the parent / carer to ensure the full payment is made on the 1<sup>st</sup> of each month.

Monthly fees are paid in advance. All fees are due on the 1<sup>st</sup> of every month, any exceptions must be agreed by the manager prior to the due date.

The nursery reserves the right to increase fees at any time. We will give you written notice of any such increase one month before the proposed date of increase.

We do not provide a monthly invoice for your regular fee. Invoices are only provided for additional charges or late fees.

All fees including those with discounts and concessions are calculated over 51 weeks. This allows for no payment to be applied whilst the nursery is closed over the Christmas break. Please note the nursery closes early on Christmas Eve which is part of the Christmas break. There are no discounts or concessions made for Bank holidays, periods of sickness or absence i.e. for your annual family holiday. Sibling discounts cannot be used in conjunction with our term time fee package

#### **Payment methods**

Our fee agreement is with the parent / carer and all arrangements for paying fees whatever method used are the responsibility of the parent / carer. A combination of payment methods is accepted.

The nursery accepts payments made by:-

STANDING ORDER – Preferred method we will provide our bank details for payment

CHILDCARE VOUCHER – Parents must provide us with details of the provider, date and amount to be paid. We will assist parents wishing to pay by voucher or other funded methods, by providing the associated company with the correct information they require. Parents must provide the nursery with the paperwork one month in advance. Should any such contribution or voucher not be received, parents are obliged to pay the shortfall of nursery fees.

DEBIT / CREDIT CARD - 1.5% surcharge will be added to credit card payments

CASH or CHEQUE We may agree to payment by cash or cheque, but it is your responsibility to obtain a receipt from the nursery as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account.

TAX FREE CHILDCARE- Parents must inform the nursery if this payment method is being used and the code registered.

#### **Unpaid fees**

Without restricting any other legal right that we may have, all fees are due on the first of the month if you fail to pay us the full amount by the end of the month that they are due to be paid in we can:

Charge you an administration fee currently £20.00 for each late payment.

Suspend all services until payment has been made in full, which will include the suspension of the child, or termination of the contract permanently.

If a cheque is returned, or payment fails, we will charge an administration fee of £20.00.

If the fee invoice remains unpaid at 60 days, we reserve the right to apply and interest charge to your account at a rate of 8% on the full balance owed. The interest will be applied to our account at the end of each calendar month.

#### **Administration and other costs and late collection fee**

An extra charge of £15.00 per 15 minutes or part thereof can be levied if children arrive early for their session or are not collected promptly at the end of their session. This will be invoiced to you; if this is not paid then it will accrue the charges and conditions as stated above.

#### **Requesting changes and extra sessions**

All changes to your normal permanent sessions MUST be made in writing ONE MONTH IN ADVANCE.

Changes will only take effect from the beginning of the calendar month following the notice period not part way through.

Extra sessions can be requested but must be made in writing in advance as much as possible. If extra sessions are requested and then cancelled with 6 working days' notice, of the extra session date, no charge will be applied for the session. If extra sessions are requested and then cancelled within 6 working days' notice a £20 admin fee will be charged.

If extra sessions are requested and then not used for whatever reason you will be charged the full amount.

#### **Notice period**

One month's written notice must be given prior to your child leaving the nursery or changing the days of attendance. Please use the appropriate form for changes to attendance. All notices must be given to senior staff at the nursery. If the notice period is not adhered to, parents will be obliged to

pay one month's full fee in lieu of notice.

St Gabriels Children's Day Nursery reserves the right to amend the terms and conditions at any time.