



**Charity No: 801359**

At Culverstone Green Nursery we believe in open communication with all parents /carers and staff and therefore present this fee structure in order that charges are fully understood.

We are open for 38 weeks a year, closing on Bank Holidays.

**Fees:** are payable on receipt of invoice and are reviewed annually, or in the event of any changes to the Code of Practice. Any changes to rates will be advised in writing.

HOURLY RATE	£5.00
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**Illness/Absence:** Fees are still required to be paid and no refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**Closure:** Should the Nursery be unable to open due to bad weather or any unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place half way through a session, a refund will not be given in this instance.

**Late Pick Up:** Children **must** be collected **promptly** at the end of a session. Should a parent/carer fail to collect their child within fifteen minutes of the session end, a late collection fee will be charged.

**Late Payments:** Fees are to be paid on receipt of invoice. If you are experiencing financial hardship please speak, in confidence to the Manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled your child's place may be forfeited. Children in receipt of Free Early Education will not be able to access any additional fee paying hours until outstanding fees are settled.

**Payment methods:** Invoices can be settled in cash, cheque, BACS, or children's voucher schemes.

**Free Early Education (FEE):** The following information details how your child can access their FEE hours at this Nursery.

**FEE and additional FEES:** All children become eligible for Free Early education the term after they become 3. Some 2 year olds may be eligible for funding subject to eligibility. (Please check with the Manager to see if your child qualifies)

A child is eligible for FEE at the start of the term after their second (if eligible) or third Birthday in line with the Department for Education table (overleaf)

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of Term 1, in September following their 2 <sup>nd</sup> /3 <sup>rd</sup> Birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of Term 3, in January following their 2 <sup>nd</sup> /3 <sup>rd</sup> Birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of Term 5, in April, following their 2 <sup>nd</sup> /3 <sup>rd</sup> Birthday

**Fee over 38 weeks:** Each child will be funded to a maximum of 15 hours per week over a minimum of 2 sessions up to 570 hours per year. No sessions are longer than 10 hours per day or shorter than 2.5 hours per day for 38 weeks per year.

For all 2,3,4 year old child accessing their FEE hours only, the pattern is **Monday to Friday 8:30-3:15**.

Children attending non-funded days/sessions in addition to their FEE will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.