



## Fees Policy from September 2021

Please read the Fee Policy carefully, in conjunction with the "Parent Contract and Terms and Conditions" before completing and signing the Registration Form and agreeing to and signing the Parent Contract. If you have any questions about Fees or you require further explanation of any part of this policy please contact us.

### Nursery fees

- All fees are due, and payable, one full month in advance by standing order and or childcare vouchers and should reference your child's name
- Our fees are based on a 52-week year
- If your child is unable to attend a scheduled session for any reason, fees are still payable
- Please note, children are required to attend a minimum of three sessions per week in order to ensure continuity of care (four session for a child under 2 years old)
- One month's written notice or payment in lieu is required if leaving the nursery or reducing your sessions
- One TERMS written notice is required for Pre-School Partnership funded children if you are leaving the nursery or changing your funded sessions

• Leaving Between or Changing Sessions Between	Notice to be Given By
End of August to October	July 1 <sup>st</sup>
November to December	September 1 <sup>st</sup>
January to April	December 1 <sup>st</sup>
May to mid-August	March 1 <sup>st</sup>

- Extra sessions are to be paid on or before the date of the extra session (preferably at the time of booking)
- If your child starts part of the way through a month or leaves part of the way through a month, your invoice for that first or last month at the nursery will be charged by session.
- If you change your booking pattern part of the way through a month, your invoice will be charged per session that month

### Monthly fees are to be calculated as follows:

(Number of sessions per week X Session fee) X 52 divided by 12

If your child's place at nursery is partnership funded please refer to the 'Supplement for Non-Partnership Services' section in addition to the 'Basic Fee' rates noted below if attending in excess of the funded hours

Fees as @ SEPTEMBER 2021	Under 2's	Over 2's
<b>BASIC FEES</b>		
Morning Session (includes lunch)	£36.60	£33.20
Afternoon Session	£34.22	£32.00

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Full day	£67.30	£65.10
Full week	£336.50	£325.50
<b>SUPPLEMENT FEE FOR NON-PARTNERSHIP SERVICES</b>		
Full Partnership am/pm Session	n/a	£5.50
Full Partnership Full day	n/a	£11.00
Partial Partnership (2 hours) am/pm Session	n/a	£22.00
<b>FREE PARTNERSHIP FUNDING</b>		
1140 Hours per annum	n/a	FREE

**BASIC FEE - EXAMPLE 1:** Child under 2 years old attends afternoon sessions only 4 days a week. Monthly fee is calculated as:

$$4 \times £34.22 = £136.88 \text{ per week}$$

$$£136.88 \times 52 = £7,117.76 \text{ per year}$$

$$£7,117.76 \text{ divided by } 12 = £593.15 \text{ per month}$$

**NON-PARTNERSHIP SERVICES FEE - EXAMPLE 1:** Partnership Child 4 years old attends 2 days and 1 morning session per week (22 partnership hours plus 3 non-partnership hours).

Monthly fee is calculated as:

$$2 \times £11.00 = £22.00 + 1 \times £22.00 = £44.00 \text{ per week}$$

$$£44.00 \times 52 = £2,288.00 \text{ per year}$$

$$£2,288.00 \text{ divided by } 12 = £190.67 \text{ per month}$$

**NON-PARTNERSHIP SERVICES FEE - EXAMPLE 2:** Partnership Child 4 years old attends 2 days per week (20 Partnership hours).

Monthly fee is calculated as:

$$2 \times £11.00 = £22.00 \text{ per week}$$

$$£22.00 \times 52 = £1,144.00 \text{ per year}$$

$$£1,144.00 \text{ divided by } 12 = £95.33 \text{ per month}$$

**NON-PARTNERSHIP SERVICE FEE – EXAMPLE 3:** Partnership Child 4 years old attends 2 days per week and 1 Friday per month over 10 months Feb – Nov totalling 1140 hours per annum:

Monthly fee is calculated as:

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2 x £11.00 = £22.00 per week

£22.00 x 52 = £1,144.00

10 x £11 = £110.00

£1,144.00 + £110.00 = £1,254.00 per year

£1,254.00 divided by 12 = £104.50 per month

**FREE – EXAMPLE:** 1140 hours per annum FUNDED ONLY SERVICE without Non-partnership Services outlined below.

2 x Full day **or** 4 x am/pm sessions **or** a combination of the above **PLUS**

1 X Full Friday per month over 10 months from Feb – Nov

Above = 1140 FREE partnership hours per annum.

## **Registration Fee**

For all children under 3 or over 3 and NOT receiving Council Partnership Funding a £50 registration fee is required to secure a nursery place, covering administration and set-up costs. The fee is non-refundable if you decide not to take up a place offered. The Registration fee is charged per family, so if you are registering one or more siblings the fee is £50 payable when the first child is registered.

The registration fee is waived for families who will be starting the term their child would be eligible to receive preschool funding.

## **Discounts**

There is a 10% discount when two or more children attend the nursery applicable to the session fees of the *elder* child, or to each of the older children in a family of three or more. There is a 2% discount on the amount paid by direct debit if you choose to use this form of payment.

## **Extra Sessions**

Extra sessions might be available on request if room numbers allow and payment is expected at the time of booking so as not to incur a late payment fee.

## **Pre-School Funding**

We will be working in partnership with Edinburgh City Council to provide pre-school education in line with the national curriculum. Parents of children aged 3 - 5 years will be eligible for grant funding. **IMPORTANT:** Funding starts the term after the child's third birthday. If your child is not receiving preschool funding, please see the BASIC FEE breakdown as detailed above.

Preschool funding equates to 22 hours per week funded nursery provision over 52 weeks. The 22 hours are on fixed days (subject to change with the agreement of the nursery based on availability) and will include those days lost to illness and holidays if they fall on days usually forming part of

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this provision. Days cannot be swapped under any circumstances apart from Festive Holidays when the nursery is closed (see below 'Nursery Closures').

A 'Supplement Fee' will be charged by the nursery over and above the 22 or 20 hours or less of Council Partnership funding to cover the supplementary activities / services that Bonnington House offers (see above 'Supplement Fee for Non-Partnership services'). These services include but are not limited to and may change from time to time: Mini football, Enjoyaball, Mini Rugby, Dance & Music, French, Italian, Art History, Spanish, Forest School, Earth Warriors (ECO) etc.

Parents can opt out of the 'Non-partnership services' by providing a terms notice (ie. Notice in the prior term) of their intention to do so. Please note that children not taking part in the various activities covered by the 'Supplement Fee' will not be able to re-join or join these activities / classes without providing notice of their intention to do so in the term prior to commencing. Children cannot take part on an ad hoc basis.

Partnership Funded children will ONLY be charged and Parents will ONLY see on their online account the 'Supplement Fee for Non-Partnership services' in addition to any 'Basic Fee' incurred over and above their Partnership provision ie In excess of 22 hours per week (see examples above). Partnership Only parents will not receive an invoice.

### Minimum Sessions

The minimum number of scheduled sessions your child can attend per week, and for which fees are payable, to book and retain a nursery place is as follows:

Minimum no. sessions per week 0 - 2 years	Minimum no. sessions per week 2 - 5 years
2 full days (or equivalent in half days)*	3 sessions (which can include half days)
*N.B. there is limited availability of ½ days for 0-2 yrs	

### Nursery Closures

- The Nursery will be closed on the following bank holidays: Good Friday, Easter Monday, Christmas Day, Boxing Day, January 1<sup>st</sup> and January 2<sup>nd</sup>
- Parents whose children attend one or more sessions / days when the nursery is closed over festive periods will be offered alternate sessions / days in lieu of those missed. The sessions / days offered will be subject to availability and are not required to be in the same month as the day the nursery was closed
- Families will need to use the days in lieu within three months of the scheduled nursery closure
- A Full-Time child's account will be credited for the lost session / day. This will be reflected in the invoice that month

### Collection/Late Charges

- The Nursery closes at 6pm Monday-Friday
- Please make every effort to collect your child at the scheduled pick up time

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- If you are going to be late please phone us
- Our insurance policy covers us from 8am - 6pm, so the Nursery *must* be cleared by 6pm

**There is a late collection charge of £10 for every 15 minutes beyond the scheduled pick up time for your child. This will automatically be applied to your invoice for the following month and must be cleared that month. Repeat offenders will be charged an administration fee of £30 if they pick up their children after your session ends 3 times.**

### **Half Day Sessions**

Please be aware that a half-day session runs from 8am to 1pm or 1pm to 6pm. If you pick up your child late from their scheduled session, the same last collection charges will apply.

If you drop your child off prior to their scheduled session (e.g. dropping a child off before 1pm for an afternoon session), staff have the right to refuse to accept the child until their schedule time so as not to compromise ratios. If a family drops off their child early for an afternoon session, they will be charged £10 for every 15 minutes which will be automatically applied to your invoice for the following month and must be cleared that month. Repeat offenders will be charged an administration fee of £30 if they drop their children off prior to your session start 3 times.

We will discuss with parents any issues regarding drop-off and collection and we will try to be as accommodating as possible. There are occasions when you may be asked to collect your child early because of illness.

### **Late Payment of Fee Charges**

Fees are paid one month in advance and must be paid by the **1<sup>st</sup> of the month**. We would ask that every effort is made to ensure that all payments are received on time. *If payment is received late (past the 10<sup>th</sup> of the month), then a charge of £20.00 will automatically be applied to the next invoice. If payment has still not been received by the end of the month, an additional £20 admin fee will be added and service may be withdrawn until fees are paid in full.*

**All our terms and conditions will remain the same other than those that directly contradict those outlined above. Bonnington House Nursery School Ltd reserves the right to alter or change our Fees policy at any point throughout the year based on changing circumstances and increased costs. Any changes to our Fees will be notified the month prior to the changes coming in to effect. It is our intention to maintain our fees at the current level for 12 months other than in unforeseen and exceptional circumstances.**