

## Wood St Nursery Fees Policy

- Our standard nursery day is from 8am to 5pm.
- We operate an Evening Club from 5pm to 6pm, Monday to Thursday, which is charged separately. Please note there is no Evening Club on a Friday, and the nursery is closed from 5pm.
- We are open for 48 weeks of the year. Please see **Dates** under the **About Us** menu of the website for further details.
- We offer a mixture of 5 day, 4 day and 3 day a week places. Therefore, **a minimum of 3 days** are required. 3 day a week places must include either a Monday or a Friday.
- Once you accept a nursery place, we charge an administration fee of £100 which is payable within 3 working days to secure the place. This is non-refundable. We also require an additional refundable deposit - this will be returned when you leave Wood St Nursery as long as you are not in arrears or breach of contract. Refundable deposits are as follows:

£200 for a 3 day place

£300 for a 4 day place

£400 for a 5 day place

If you accept a place at Wood St Nursery and then choose not to take it up, we will refund this deposit if you give us at least 3 months' notice in writing, acknowledged by us, of your intention not to take the place. If it is less than 3 months' notice we will retain the deposit.

If you are accessing a fully funded place we do not take a deposit.

- The nursery will be closed for bank holidays, and also for 2 days a year to cover part of our staff training commitment. Normal fees apply for these days.
- Evening Club is closed for up to two Tuesdays and two Thursdays each year to facilitate a whole staff team meeting. Fees for these sessions are not refunded.
- Unfortunately, we cannot offer refunds for holidays and sickness as we still have to pay our staff. This also applies to food, as we do not buy individual portions.
- If the nursery closes due to unforeseen circumstances for five days or less, normal fees will apply. If the closure extends beyond these days, the additional day's closure will be refunded.
- Fees at Wood St Nursery are payable monthly. Monthly fees are annualised. This means that the cost for 48 weeks of the year is divided into 12 equal monthly payments. Therefore, you will pay the same each month, regardless of how many days your child is at nursery in any given month.
- Fees are payable monthly in advance by bank transfer
- A minimum of two months' notice must be given when leaving the nursery. If you leave at a time other than September, then you will be liable for fees accrued during months that have no holidays, which are normally paid back during months with holidays in them. This is because your fees are annualised, and you are paying the same amount each month, and not paying for the exact days taken in each month.
- For children over the age of 2, a minimum of 2 months' notice must be given to change your number of days, either increasing or decreasing. An increase is dependent on the additional day(s) being available.

- For children under the age of 2, if you wish to decrease the number of days your child attends we require 6 months' notice, unless there is another family wanting the day(s) you do not want. This is in place to ensure families are accepting a place for the number of days that they want.
- If you are eligible, you can use the following government schemes to help with the cost of childcare at Wood St Nursery:
  - Tax Free Childcare
  - Universal Credit
  - Tax Credits
  - Help while you study
  - 15 hours free education and childcare for children over 2 years old for families on certain benefits, and also children with an EHC, who get DLA, or children who are looked after by the LA (and some children who have previously been looked after). Funding is available the term after the child turns 2 years.
  - 15 hours free education and childcare for children over 9 months, where parents are working at least 16 hours a week and earning less than £100,000 a year. Funding is available the term after the child turns 9 months.
  - 15 hours free childcare for all children 3 to 4 year olds. This funding is available the term after the child turns 3.
  - 30 hours free childcare for 3 to 4 year olds of parents working at least 16 hours a week and earning less than £100,000 a year. This funding is available the term after the child turns 3.
- We do not accept cash payments.
- Invoices are sent out on the 1<sup>st</sup> of the month and must be paid within 15 days.
- Fees are reconciled on the next working day after the 15<sup>th</sup>, and again on the first day of the next month. This is when your account is updated. Payments are therefore not registered on the same day that you make them, and will not show up in your account until the 16<sup>th</sup>, or the first day of the month, whichever is soonest after the payment is made.
- If fees are not received by mid-day on the 16<sup>th</sup> of the month, 10% will be automatically added to your outstanding bill, unless by prior arrangement.
- For a break-down of our fees, including hourly rates, and rates for Evening Club and Forest School, please see attached Wood St Nursery Fees tables.
- Fees include all meals, drinks, snacks, nappies and wipes etc.
- Free hours – paid for by the government – do not include meals, drinks, snacks, wipes etc., and are therefore subject to a **consumable fee**. Please see attached Wood St Nursery Fees tables.
- Fees **do not** include Forest School for Oaks children, there is an additional charge for this. Families can opt out of Forest School. The additional cost covers Forest School Lead, additional staffing, and food. Oak's children can attend Forest School once they have been on some trips with Oaks and are felt to be ready by their key person. This will generally, but not always, be the term after joining Oaks.
- Fees will increase every year in April at least in line with inflation or National Minimum Wage rise.
- In the event of an increase in fees, in April or at any other time, we will give a minimum of 1 months' notice.
- Our hourly rate for children aged 2+ is lower than that for under-2s. The rate changes on the 1<sup>st</sup> of the month *after* a child's second birthday.

- Our hourly rate for children aged 3+ is lower than that for under-3s. The rate changes on the 1<sup>st</sup> of the month *after* a child's third birthday
- Additional sessions (half day or full day) can be booked if available. An admin fee of £2 is added for every ad hoc session booked.
- **We do not swap ad hoc sessions for regular sessions, they can only be booked in addition to your usual days. We do not make up sessions missed due to illness or holidays.**

## Wood St Nursery Fees 1st April 2024

Rates	Under 2's	2-3 year olds	2-3 year olds with 15hrs funding (stretched 11.88 hours a week)* with consumable charge	3-5 year olds with 15hrs funding (stretched 11.88 hours a week)* with consumable charge	3-5 year olds with 30hrs funding (stretched 23.75 hours a week)* with consumable charge
Hourly rate standard hours (8am - 5pm)	£10.79	£9.46	£9.46	£8.64	£8.64
Hourly rate Evening Club (5 - 6pm)	£12.65	£11.33	£11.31	£10.33	£10.33
Forest School per session				£12.70	£12.70
Consumable charge			£1.10	£1.10	£1.10
Monthly Fees					
Forest School per month, annualised				£40.22	£40.22
Consumable charge per month annualised			£76.03	£76.03	£76.03
Part time 3 days a week 8am - 5pm	£1,165.32	£1,021.68	£648.17	£598.58	£188.35
Part time 3 days a week 8am - 5pm with Forest School				£638.79	£228.57
Part time 4 days a week 8am - 5pm	£1,553.76	£1,362.24	£988.73	£909.62	£499.39
Part time 4 days a week 8am - 5pm with Forest School				£949.83	£539.61
Full time 5 days a week 8am - 5pm	£1,942.20	£1,702.80	£1,329.29	£1,220.66	£810.43
Full time 5 days a week 8am - 5pm with Forest School				£1,260.87	£850.65
Monthly Evening Club Fees					
1 day a week	£50.60	£45.32	£45.24	£41.32	£41.32
2 days a week	£101.20	£90.65	£90.48	£82.64	£82.64
3 days a week	£151.80	£135.97	£135.72	£123.96	£123.96
4 days a week	£202.40	£181.30	£180.96	£165.28	£165.28

\* 30 & 15 hours of funded childcare is designed around school terms, so 30 hours a week over 38 weeks a year. Wood St Nursery is open 48 weeks of the year so the 30/15 hours are stretched over 48 weeks resulting in less hours per week.

## Detailed fees monthly

Days Plus Evening Clubs	Under 2's	2-3 year olds	2-3 year olds with 15hrs funding (stretched 11.88 hours a week)*	3-5 year olds with 15hrs funding (stretched 11.87 hours a week)*		3-5 year olds with 30hrs funding (stretched 23.75 hours a week)*	
					with Forest		with Forest
<b>Part time 3 days 8am - 5pm</b>	<b>£1,165.32</b>	<b>£1,021.68</b>	<b>£648.17</b>	<b>£598.58</b>	<b>£638.79</b>	<b>£188.35</b>	<b>£228.57</b>
Plus 1 day Evening Club	£1,215.92	£1,066.92	£693.41	£639.90	£680.11	£229.67	£269.89
<i>Plus 2 day Evening Club</i>	<i>£1,266.52</i>	<i>£1,112.16</i>	<i>£783.89</i>	<i>£681.22</i>	<i>£721.43</i>	<i>£270.99</i>	<i>£311.21</i>
Plus 3 day Evening Club	£1,317.12	£1,157.40	£919.61	£722.54	£762.75	£312.31	£352.53
<i>Plus 4 day Evening Club</i>	<i>£1,367.72</i>	<i>£1,202.64</i>	<i>£1,100.57</i>	<i>£763.86</i>	<i>£804.07</i>	<i>£353.63</i>	<i>£393.85</i>
<b>Part time 4 days 8am - 5pm</b>	<b>£1,553.76</b>	<b>£1,362.24</b>	<b>£988.73</b>	<b>£909.62</b>	<b>£949.83</b>	<b>£499.39</b>	<b>£539.61</b>
Plus 1 day Evening Club	£1,604.36	£1,407.48	£1,033.97	£950.94	£991.15	£540.71	£580.93
<i>Plus 2 day Evening Club</i>	<i>£1,654.96</i>	<i>£1,452.72</i>	<i>£1,124.45</i>	<i>£992.26</i>	<i>£1,032.47</i>	<i>£82.64</i>	<i>£122.86</i>
Plus 3 day Evening Club	£1,705.56	£1,497.96	£1,260.17	£1,033.58	£1,073.79	£623.35	£663.57
<i>Plus 4 day Evening Club</i>	<i>£1,756.16</i>	<i>£1,543.20</i>	<i>£1,441.13</i>	<i>£1,074.90</i>	<i>£1,115.11</i>	<i>£664.67</i>	<i>£704.89</i>
<b>Full time 5 days 8am - 5pm</b>	<b>£1,942.20</b>	<b>£1,702.80</b>	<b>£1,329.29</b>	<b>£1,220.66</b>	<b>£1,260.87</b>	<b>£810.43</b>	<b>£850.65</b>
Plus 1 day Evening Club	£1,992.80	£1,748.04	£1,374.53	£1,261.98	£1,302.19	£851.75	£891.97
<i>Plus 2 day Evening Club</i>	<i>£2,043.40</i>	<i>£1,793.28</i>	<i>£1,465.01</i>	<i>£1,303.30</i>	<i>£1,343.51</i>	<i>£893.07</i>	<i>£933.29</i>
Plus 3 day Evening Club	£2,094.00	£1,838.52	£1,600.73	£1,344.62	£1,384.83	£934.39	£974.61
<i>Plus 4 day Evening Club</i>	<i>£2,144.60</i>	<i>£1,883.76</i>	<i>£1,781.69</i>	<i>£1,074.90</i>	<i>£1,115.11</i>	<i>£975.71</i>	<i>£1,015.93</i>

Updated March 2024