

TLC Neighbourhood Nursery and Playgroup Pricing Policy

Payment of Fees (fee paying parents only)

Fees are payable for all sessions booked regardless of attendance. Invoices will be issued for your child each week and will need to be paid at least one week in advance. Payments can be made either by cash (change may not be available, so please try to bring the correct money), cheque (made payable to TLC Nursery) or standing order (please ask for details). If fees are not paid within 2 weeks your child's place will automatically be terminated and the place offered to someone off the waiting list. If you are experiencing financial difficulties, please feel free to speak to the nursery manager.

Registering Your Child (fee paying parents only)

A £20.00 non-refundable registration/ administration fee is required to secure your child's place at the nursery (this is non-refundable if you cancel the place). The first week's fees will also be required before your child's first day at the nursery. If you are registering more than one child, the fee will be £10.00 per child.

Holidays (fee paying parents only)

Please inform us in writing of any holidays you wish to take, giving at least 2 weeks' notice. You are entitled to two weeks holiday per year, which will be charged, at half your normal fee. Holiday rates apply only to a full week from Monday to Friday. Please complete a holiday form which can be found in reception. Full fees will be charged if your child's booked sessions fall on a bank holiday, days cannot be swapped for that week. No fees will be charged for the working days (i.e. non-bank holidays) when the nursery is closed during the Christmas period, snow days and for staff training days (twice a year).

Holidays (funded only)

Please inform us in writing of any holidays you wish to take. You are entitled to a maximum of four weeks holiday per year.

Illness/ absence (for all children)

Any child who has, or develops, an infectious illness must be kept at home. This includes conditions such as vomiting, diarrhoea, conjunctivitis, sore throat and obvious rashes. To prevent the spread of illness, any child suffering from vomiting or diarrhoea must be kept at home until clear of symptoms for a minimum period of 48 hours. Fees are payable during the period of sickness absence, although long-term illness may be able to be negotiated, dependent on circumstances. Parents must phone the nursery if their child is going to be absent even if you do not pay fees.

Notice of Termination of Contract

Four weeks' notice is required in writing prior to your child leaving the nursery. Fees must be paid for the notice period even if your child does not attend the nursery. In the case of termination due to payment arrears then termination will be automatic if arrears are outstanding for more than 2 weeks.

Change of Sessions

If you would like to change your sessions you will need to request so in writing at least one week in advance. The sessions you require will be considered by management and subject to availability. Emergency extra hours may be available in addition to your booked sessions at a cost of £4.10 per hour, subject to availability. If the additional hour includes a mealtime, this must also be purchased at the following rates:

Breakfast - £0.60

Lunch - £2.50

Tea - £0.80

Food costs

All meals booked must be paid for regardless of whether you bring your child that day, unless at least one weeks' notice is given.

Holiday club

Fees must be paid in advance for any sessions booked.

Late Pick Up

Late pick up will result in a charge of £5.00 for every 5 minutes.

Help with childcare costs

Working tax credit and universal credit

Working Tax Credit and Universal Credit are paid to people in work to top up low wages. This includes earnings from employment and earnings if you are self-employed.

Disability Access Fund

If your child is three or four years old and receives free childcare, and is in receipt of Disability Living Allowance, you can apply for your childcare provider to receive a small amount of funding through the Disability Access Fund (£615 per year). This is to help your childcare provider make reasonable adjustments at their setting to improve your child's access.

Disability Living Allowance

Disability Living Allowance (DLA) is the main source of financial support available for the additional costs faced by disabled children. Your child may qualify for DLA if they have a physical disability and/or SEN, and require more help or supervision, than other children of the same age.

Childcare Vouchers

They're a Government-approved, tax-efficient way of paying for childcare. If you join the scheme, you can exchange up to £243 a month (£55 a week) of your gross salary for childcare vouchers. The part of your gross salary you exchange for childcare vouchers

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is tax-free and exempt from National Insurance contributions (NI). Because of this, you can make savings of up to £933* a parent, a year.

Tax free childcare

You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account.

Early Education Funding

Two year funding

You can get free childcare for a two year old if you receive certain benefits, if your child has a disability, or if they have been looked after by the local authority. If you are eligible, you can get 15 hours of free childcare a week for 38 weeks a year or parents can chose to spread their entitlement over 50 weeks of the year (570 hours in total).

Three and four year old funding

All three and four year olds can get 15 hours of free childcare a week for 38 weeks a year (570 hours in total) until the child starts reception year at school or parents can chose to spread their entitlement over 50 weeks of the year. To access the full 15 hours funding your child must attend for a minimum of two sessions.

Extended entitlement

Some 3 and 4 year olds may also be entitled to an additional 15 hours of free childcare per week, over 38 weeks of the year. It is possible to stretch your entitlement by taking fewer hours over more weeks of the year. If you're eligible, you will have a childcare service account opened for you, you'll receive a 30 hours eligibility code, your unique 11-digit reference number. You will need to take the code to the nursery along with your National Insurance number and your child's date of birth to secure your extended entitlement place. The nursery will validate the code with the local authority to confirm your eligibility. Every three months, you'll need to reconfirm that you're still eligible.

University childcare costs

We understand that it can take time to receive your childcare fees from student finance; however your weekly fees will still need to be made.

College childcare costs

Your child cannot start at the nursery until confirmation of childcare costs has been received, unless you are able to pay the fees yourself until the confirmation is received.

EYPP funding

If you meet certain criteria and your 3 or 4 year old child has started the Nursery Education Funding Entitlement the nursery may be able to claim additional funding to support your child's learning and development.

Fee Review

Fees will be reviewed every 6 months.