

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 2017

Rates & Session Times		Cost				
		Under 2 yr's	Over 2 yr's	Over 3 yr's 38 weeks term time	Over 3 yr's 13 weeks non term time	Over 3 yr's Outside entitlement sessions
Full Day	7:45 - 18:00	£54.00	51.50	£26.00 Includes 6 free hrs £38.75 Includes 3 free hrs	£51.50	£51.50
½ Day (am)	7:45 - 12:45	£33.75	£31.70	£18.95 Includes 3 free hrs	£31.70	£31.70
½ Day (pm)	13:00 - 18:00	£33.75	£31.70	£18.95 Includes 3 free hrs	£31.70	£31.70
Mid Day	9:00 - 15:30	£43.15	£40.00	£14.50 Includes 6 free hrs £27.25 Includes 3 free hrs	£40.00	£40.00
Full Week	7:45 - 18:00 every day	£243.00	£227.25	£163.50 Includes 15 free hrs	£227.25	£227.25

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.

3-4 yr olds Free Education

St Gabriels Nursery offers the **15 hrs free entitlement in 3 hr 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

Pick and Mix your requirements

Should you need a combination of full and part time sessions, please speak to the manager who will do her 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 OVERLEAF

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 each month.
- Monthly fees are paid in advance. All fees are due on the **1st** 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.

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. Sibling discounts **cannot be used** in conjunction with our term time fee package

Unpaid fees

Without restricting any other legal right that we may have, if you fail to pay us on time, we may:

- Charge you a reasonable administration fee currently **£20.00**.
- 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 may charge a reasonable administration fee of **£20.00**.
- If you are 60 days or more late in paying all or part of your fees we may also charge you a surcharge of **10%**. Such cost will be added to your running account and should be paid within 30 days of notification of them to you. Charges will continue to accrue until payment is made or an agreement for payment has been reached.

Administration and other costs

Late collection fee

- An extra charge of **£10.00** 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.

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.