

Early Start: Admissions, Charging & Invoicing Policy

Childcare places

At Early Start we accept children from aged 6 months to five years of age

Sessions

At Early Start we only take bookings for half day or full day sessions.

- Half day sessions are 8am to 1pm or from 1pm to 6pm.
- A Full day (or two sessions) is 8am to 6pm.

In line with current government advice <https://www.gov.uk/coronavirus>, we currently have in place strict drop off and collection slots for all children attending nursery. You will be informed of your drop-off and collection slot. If you are late dropping off, you may have to wait while those who are at the correct slot, drop off their children. If you are going to be late collecting your child, you must call the nursery and let the staff know.

Full Fee paying childcare places

At Early Start the minimum number of fee paying childcare hours we sell per week are twenty, over two full days. We charge at half day and/or full day sessions as mentioned above. There are no reductions in fees if you attend for less hours: ie if your child attends from 9am to 3pm, the full day charge will still apply. There are no reduction if fees for: absences; public and bank holidays; Inset training days

Fees

	0 to 2 Full day	0 to 2 half day	3+ full day	3+ half day
Shrewsbury	£65	£40	£60	£40
Susan Lawrence	£60	£40	£55	£40

For new starters: Payment of a £50 admin/holding fee and a refundable deposit of £200 are payable in advance. Refundable deposits are refunded or offset against a child's final invoice. They are also used when fees are overdue to cover outstanding fees. All remaining outstanding fees are subject to Debt Collection.

Early Start calculate all invoices in the following way:

We work out your weekly fee. We multiply your weekly fee by 51 weeks (or 38/40 for termtime only children). And then we divide it by 12. That way you pay the same fee every month, regardless of being full time or part time.

Early Start require you to pay your invoice by standing order on the first day of the month (in advance for the whole month). This is within our terms and conditions, which you have/will agree to when you complete your registration form. Your child may be excluded from nursery if your fees remain outstanding after five days, and registration may be terminated. If you are using childcare vouchers/tax credits and therefore your fees will be paid on a day other than the first of every month, you **MUST** tell us when you book/confirm your place.

If at any point you wish to change your attendance hours – either increase/decrease or any looking to leave you must provide a request with a **MONTHS NOTICE**. Please use this form on the website to let us know you are looking to change your attendance: [Request to Change Nursery Hours/Leave the Nursery - Early Start Group](#)

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We will let you know within five working days, if we have the capacity for an increase in hours. And will then arrange with you to make the changes and increase/decrease your monthly invoice.

If you are leaving and you give us less than a full month's notice, we will still charge a full month's fees.

Free Early Education (EE) only, funded places

At Early Start, we provide, in partnership with the local authority, free early education funded places. Children, who are eligible, may take up a place from the term after their second/third birthday.

EE 15 hours, 38 weeks a year only for two and three + year olds and EE 30 hours

Payment of a £30 refundable holding deposit is required to hold a place for children (new starters only) on EE only funded places, based on the session hours above.

Early Start charge those on funded places for lunch and consumables at £2.75 for every session. We calculate the invoice over the term funded weeks, and if you give consent, we offset the £50 refundable deposit against the termly invoice. We provide for all dietary requirements for each individual child:

Food: £2.00 per session for lunch/tea, snacks and/or breakfast
Consumables: £0.75p

For food safety and health Early Start provides all food in our nurseries. This includes special occasions. This is due to following strict Food Hygiene Regulations and Standards and because we are not able to cold store / heat any food at the Nursery, which has not been prepared by our staff or approved food providers.

This is to ensure that food that may affect those with allergies (eg nut) does not inadvertently enter the nursery. Please ensure you detail any dietary requirements when you contact us, and discuss with the nursery manager your child's needs. A full list of all childcare providers in Newham, who provide EE places may be found on the local authority's website [here](#) if you would prefer to attend a setting who do not charge for food and consumables for children on EE only funded places

Additional hours

EE hours are offered as free hours only, or you may choose to purchase additional hours. The fees for additional hours are the same as for fee paying places – see above.

- Free places are usually offered as 15 or 30 hours spread over 38 weeks on term time. If you purchase additional hours, may be stretched over 12 calendar months/51 weeks.
- Stretched offer is
 - Free EE 15 hours becomes 11 hours per week for 51 weeks plus additional hours
 - Free EE 30 hours becomes 22 hours per week for 51 weeks plus additional hours

EE2 and EE 3 30 hours: both of those have eligibility criteria attached, please go to the [Childcare Choices website](#) for further information.

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Late collection fees

If your child is not collected by end of session (morning 1pm and afternoon/full day 6pm) you will be billed at a rate of £15 per 15 minutes, and part thereof, and for every 15 minutes or part thereof