



Sessional Fees
Invoice monthly in advance

	9 mth - 2 yr		2yrs +	
	Per day	Per Hr	Per day	Per Hr
Full Day Sessions				
Full day session 0800 - 1800 hrs (Non Funded)	£91.25	£9.13	£79.50	£7.95
Full day session 0800 - 1800 hrs (10 hrs funded)	£0.00	£0.00	£0.00	£0.00

Half Day Sessions

Morning Session 0800 - 1300 hrs (Non funded)	£0.00	£0.00	£0.00	£0.00
Afternoon Session 1300 - 1800 hrs (Non funded)	£0.00	£0.00	£0.00	£0.00

Food charges for funded and *non-funded sessions

Food charges - per full day	£8.50	£10.25
Food charges - lunch	£5.95	£7.18
Food charges - tea	£2.55	£3.07

*There will be no charge for food if you choose to bring in packed meals on your funded sessions. You will be able to select this option termly. Packed lunch options are only available on funded days and we are unable to offer a combination of options. For further details please see our Packed Meal policy.

Registration Process

- When a place becomes available, you will receive a formal offer letter, a Child Entry Record form, a Medical Requirements form and a deposit request.
- Once we have received a deposit payment, your place will be confirmed.
- You will be contacted nearer to the start date to arrange induction visits and discuss any medical or dietary requirements for your child.

Deposits (under review)

- A deposit will be requested for one month's fees, which is returnable from the last month's invoice.
- The deposit becomes non-refundable if you withdraw from the offer, after the deposit has been paid and in addition.
- To refund the non-funded hrs and sessions we will require an 8 weeks' notice period.

Senior Nursery Manager: Miss C Bates



- If 8 weeks notice is not provided you will only be refunded the equivalent of you funded hours/sessions from your deposit.
- If the place is not taken up, the setting will charge for any non-funded hours/sessions not covered by the required 8-week notice period.
- Your child's place is not finalised until we receive your deposit and signed agreement within 5 working days of the offer having been made.

Early Years Education Funding

- Eligible parents of children aged nine months to school age will receive between 15 and 30 hours a week of funded childcare during term time.
- Subject to availability and in accordance with funding regulations (HCC Early Years Education Payment Funding Terms and Conditions, February 2024), we are able to offer Early Years Education Funding for the children the term after their 9-month, 2nd and 3rd birthday.
- We can offer these hours over a termly (38 week) standard time period, or a stretched (51 week) time period.
- For further guidance on funding, working-parent test, and how this works in practice please see link. [Best Start In Life Childcare Funding](#)

Changes to the placement

- Following receipt of the offer letter any changes to start dates or notice to leave must be made in writing and emailed to nursery@rotherly.co.uk, with at least 8 weeks' notice. Full fees are payable during the 8-week notice period.
- Changes and additions to the number of days required will be put on the waiting list and dealt with in priority and date order.
- If you wish to change the pattern of your child's attendance, you must complete a 'Change of Attendance Request' form. This can be found in the 'Statutory and other information' section on the nursery website.
- Changes of days will proceed from the 1st of the month.
- Changes of attendance are agreed once both nursery and parent/carer have signed the relevant forms. This updates the contract and Terms and Conditions with the nursery.
- To secure the additional day/days a further deposit will be required which will be equal to a month's charge of the number of additional days requested.

Fees (see Fee table above)

- You will be invoiced monthly in advance for your fees which are due on the first working of each month.
- Payments can be made by Bank Transfer, Tax Free Childcare account or Childcare vouchers.
- 5% discount is given for 5 full days attendance (not applied to meal charges)

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Closures and charges

- The nursery usually closes between Christmas and the New Year.
- Charges are made for Bank/Public/National Holidays and two INSET days (unless they fall on an EYE funded session of a funded child).