



DIMPLES DAY CARE

Admissions & Fee Policy

Opening times: We operate for 51 weeks per year, closing on bank holidays. We are open Monday to Friday from 7am to 6pm.

Pricing: Fees are payable monthly in arrears and are reviewed annually in the month of May each year. Any changes to current rates will be advised in writing, at least one month in advance. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities. Fees will be calculated for the year and divided into 12 equal monthly payments.

Full Day 8am to 6pm	£73
Morning Session 8am to 1pm	£42
Afternoon Session 1pm to 6pm	£42
Breakfast Session 7am -8am	£12
Hourly rate for additional hours accessed	£8

Illness/absence: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures: Should the setting be unable to open due to bad weather or any other unforeseen circumstances, parents will not be charged for a chargeable session. Should closure need to take place part way through a session, a refund will not be given in this instance.

Late pick up: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15 minutes of the session/day end, a late collection fee of £20 will be charged, and a further £20 per every half hour thereafter.

Late payments: Fees are to be paid within 4 days of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the Alexandra so that alternative payment arrangements can be made. If without negotiation fees are not settled, we are left with no alternative but to withdraw your child's place in line with our Fee Agreement. Children in receipt of Free Early Education will be able to access their funded hours only.

Deposit: We ask for a deposit equivalent to the cost of one weeks' care upon acceptance of your child's place. The deposit will be held by Dimples Day Care Ltd and can be refunded in full at the end of the care agreement or used as payment for the child's final week of care. If your child is accessing Free Early Education hours only the deposit will be returned within 6 weeks.

Payment methods: Invoices can be settled by cash, credit/debit card or BACS payment. We are also registered for the on-line Government Tax Free Childcare Scheme. Please speak to Alexandra for our bank details if you wish to pay by BACS.

Snacks and meals and nappies: Please note all snacks, meals and nappies are included in our charges.



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Free Early Education and Childcare for two, three and four year olds

Free Early Education: The Department for Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm.

Two year olds: Some two year olds may be eligible to receive up to 15 hours funding known as the Free for Two Scheme (FF2) which is subject to meeting certain eligibility criteria. For more information please speak to Alexandra. Eligible date ranges are shown in the table below.

Three and four year olds (The Universal Entitlement): All children become eligible for up to 15 hours Free Early Education the term after their third birthday. Eligible date ranges are shown in the table below.

Three and four year olds of working parents (The Extended Entitlement): Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria. For more information please speak to the Alexandra.

A child is entitled for Free Early Education at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

A child born on or between	Will become eligible for a free place from
1 st January and 31 st March	The Start of Term 5 following their second or third birthday (after April Holiday)
1 st April and 31 st August	The Start of Term 1 following their second or third birthday (after Summer Holiday)
1 st September and 31 st December	The Start of Term 3 following their second or third birthday (after Christmas/New Year Holiday)

Our delivery patterns: The following information details how your child can access their Free Early Education hours at our setting.

Totally free Universal pattern over 48 weeks: Two, three and four year olds will be funded to a maximum of 12 hours per week Monday-Thursday on a stretched funding basis.

Full Day 8am to 6pm	6 hours free between 8am-2pm over 48 weeks (stretched)
Morning Session 8am to 1pm	3 hours free between 8am-11am over 48 weeks (stretched)
Afternoon Session 1pm to 6pm	3 hours free between 1pm-4pm over 48 weeks (stretched)

Totally free Extended pattern over 48 weeks: Eligible three and four year olds will be funded to a maximum of 24 hours per week Monday-Thursday on a stretched funding basis.

Full Day 8am to 6pm	6 hours free between 8am-2pm over 48 weeks (stretched)
Morning Session 8am to 1pm	3 hours free between 8am-11am over 48 weeks (stretched)
Afternoon Session 1pm to 6pm	3 hours free between 1pm-4pm over 48 weeks (stretched)



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Chargeable Patterns Including Free Early Education Hours:

Full Day 8am to 6pm Monday-Thursday	6 hours free childcare plus a charge of £33
Morning Session 8am to 1pm Monday-Thursday	3 hours free childcare plus a charge of £25
Afternoon Session 1pm to 6pm Monday-Thursday	3 hours free childcare plus a charge of £25

Children accessing sessions outside of their Free Early Education will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child has accessed in that period and what the additional charges are.

Fee Options

(all fees include nappies, meals and snacks)

1) Fees for Under 2's Any combination of the following sessions can be taken over 51 weeks of the year, excluding bank holidays <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Breakfast Session 7am to 8am</td> <td style="text-align: right;">£12</td> </tr> <tr> <td>Morning Session 8am to 1pm</td> <td style="text-align: right;">£42</td> </tr> <tr> <td>Afternoon Session 1pm to 6pm</td> <td style="text-align: right;">£42</td> </tr> <tr> <td>Full Day 8am to 6pm</td> <td style="text-align: right;">£73</td> </tr> </table>	Breakfast Session 7am to 8am	£12	Morning Session 8am to 1pm	£42	Afternoon Session 1pm to 6pm	£42	Full Day 8am to 6pm	£73	2) Fees for Two Olds Any combination of the following sessions can be taken for 51 weeks of the year, excluding bank holidays <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Breakfast Session 7am to 8am</td> <td style="text-align: right;">£12</td> </tr> <tr> <td>Morning Session 8am to 1pm</td> <td style="text-align: right;">£42</td> </tr> <tr> <td>Afternoon Session 1pm to 6pm</td> <td style="text-align: right;">£42</td> </tr> <tr> <td>Full Day 8am to 6pm</td> <td style="text-align: right;">£73</td> </tr> </table>	Breakfast Session 7am to 8am	£12	Morning Session 8am to 1pm	£42	Afternoon Session 1pm to 6pm	£42	Full Day 8am to 6pm	£73
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3) 2 year olds qualifying for the 15 hours "Free For Two" funding (FF2) Up to 570 hours a year can be taken between Monday-Thursday for 47.5 weeks a year excluding bank holidays. For half a day's care the completely free 3 funded hours are 8am-11am. For full day care the completely free 6 funded hours are 8am-2pm. FF2 funded places can be booked as part of a session or a full day. Completely free hours can be booked subject to availability. <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Morning Session 8am to 1pm</td> </tr> <tr> <td>Afternoon Session 1pm to 6pm</td> </tr> <tr> <td>Full Day 8am to 6pm</td> </tr> </table> Additional hours/sessions taken are charged in line with the 2 year old fees in box 2	Morning Session 8am to 1pm	Afternoon Session 1pm to 6pm	Full Day 8am to 6pm	4) Fees for Three and Four Year Olds Any combination of the following sessions can be taken for 47.5 weeks of the year, excluding bank holidays <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Breakfast Session 7am to 8am</td> <td style="text-align: right;">£12</td> </tr> <tr> <td>Morning Session 8am to 1pm</td> <td style="text-align: right;">£42</td> </tr> <tr> <td>Afternoon Session 1pm to 6pm</td> <td style="text-align: right;">£42</td> </tr> <tr> <td>Full Day 8am to 6pm</td> <td style="text-align: right;">£73</td> </tr> </table>	Breakfast Session 7am to 8am	£12	Morning Session 8am to 1pm	£42	Afternoon Session 1pm to 6pm	£42	Full Day 8am to 6pm	£73					
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5) 3 and 4 year olds accessing the "universal" 15 hours Free Early Education Up to 570 hours a year can be taken Monday-Thursday	6) 3 and 4 year olds qualifying for the "extended" 30 hours Free Early Education Up to 1140 hours a year can be taken Monday-Thursday																



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over 47.5 weeks a year (excluding bank holidays) which equates to 12 hours per week. For half a day's care the completely free 3 funded hours are 8am-11am. For full day care the completely free 6 funded hours are 8am-2pm. Universal Hours funded places can be booked as part of a session or a full day. Completely free hours can be booked subject to availability.

- Morning Session 8am to 1pm using 3 free hours of care and a chargeable rate of £25
- Afternoon Session 1pm to 6pm using 3 free hours of care and a chargeable rate of £25
- Full Day 8am to 6pm using 6 free hours of care and a chargeable rate of £33

Additional hours/sessions taken are charged in line with the 3 and 4 year old fees in box 4.

over 47.5 weeks a year (excluding bank holidays) which equates to 24 hours per week. For half a day's care the completely free 3 funded hours are 8am-11am. For full day care the completely free 6 funded hours are 8am-2pm. Universal Hours funded places can be booked as part of a session or a full day. Completely free hours can be booked subject to availability.

- Morning Session 8am to 1pm using 3 free hours of care and a chargeable rate of £25
- Afternoon Session 1pm to 6pm using 3 free hours of care and a chargeable rate of £25
- Full Day 8am to 6pm using 6 free hours of care and a chargeable rate of £33

Additional hours/sessions taken are charged in line with the 3 and 4 year old fees in box 4

7) Fees for Breakfast Club – 5 to 11 years

Term time only 39 weeks a year

8am to 8:50am with drop off service to School: £15

Additional hours/sessions taken are charged in line with the 3 and 4 year old fees in box 4

8) Fees for After School Club – 5 to 11 years

Term time only 39 weeks a year

3:15pm to 6pm with collection service from School: £18

9) Fees for wrap around school care - 5 to 11 years

Term time only 39 weeks a year

8am to 8:50am with breakfast and drop off service to School

3:15pm to 6pm with collection service from School and tea: £30

10) Fees for Holiday Club – 5 to 11 years

Operates during the Summer, Christmas, Easter and half term holidays

Breakfast Session 7am to 8am	£12
Morning Session 8am to 1pm	£21
Afternoon Session 1pm to 6pm	£21
Full Day 8am to 6pm	£45

The Management require 4 weeks' notice if you wish to withdraw your child at any time. Funded places must close at the end of a calendar month.

The minimum age of children joining the nursery is 4 months. A place will be offered depending on a space being available in the setting. We will endeavour to accommodate the needs of those on the waiting list who have siblings already attending the setting.



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If you do not accept the place offered there will be no guarantee that a place will be available in the future to accommodate your needs.

We offer one “free for 2” funded place – specific requirements are needed to qualify for this.

Dimples Day Care has an open approach to inclusion and all staff differentiate the content, pace and approach to learning to meet the needs of different groups of children.

It is our intention to make Dimples Day Care accessible to children and families from all sections of the local community. In order to accomplish this:

- a. The setting has an open approach to inclusion and all staff differentiate the content, pace and approach to learning to meet the needs of different groups of children.
- b. We monitor the gender and ethnic background of children joining the setting to ensure that no accidental discrimination is taking place.
- c. We give access to all our policies and procedures and Ofsted inspection reports which are displayed online and are available in the setting.
- d. Dimples Day Care is an equal opportunity setting and adheres to the Equality Act 2010 and every child is respected as an individual. When places are offered the needs of each individual will be taken into account when considering admission. Staff will work with parents/carers on an action plan to achieve their needs.
- e.

This policy was adopted by Dimples Day Care *(name of provider)*

On 21.6.20 *(date)*

Date to be reviewed 21.6.21 *(date)*

Signed on behalf of the provider

Name of signatory Alexandra Stewart

Role of signatory (e.g. chair, director or owner) Owner



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