



Admissions & Fee Policy

At our setting we believe in open communication with all parents/carers and staff. Therefore, this fees structure will assist everyone to understand our charging.

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	£75.19
Morning Session 8am to 1pm	£43.26
Afternoon Session 1pm to 6pm	£43.26
Breakfast Session 7am -8am	£12.36
Hourly rate for additional hours accessed	£8.24

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.



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

Free Early Education (FEE) for two (FF2), 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 570 hours funding per year 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 570 hours per year 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 570 hours per year Free Early Education which is subject to meeting certain eligibility criteria. This brings the total amount of FEE entitlement to 1140 hours per year. For more information, please speak to the Alexandra.

A child is entitled to 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)

'Stretched Offer': Early years providers can determine how they wish to deliver their Free Early Education across the year for example, term time only (38 weeks per) year or beyond which is referred to as 'stretched'.

Dimples Day Care is an all-year-round full day care provision therefore our FF2 and FEE chargeable patterns of delivery are based on offering up to 12 hours FF2 or Universal FEE entitlement per week and 24 hours Extended FEE entitlement over 47.5 weeks per year; the remaining 3.5 weeks of the year are charged at full price, as outlined in the table above. You



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will be invoiced in the usual way showing the Free Early Education your child has accessed in that period and what the additional charges are.

The following information details how your child can access their Free Early Education hours at our setting and outlines charges for additional hours.

Chargeable Patterns Including Free Early Education Hours for 47.5 weeks per year:

Full Day 8am to 6pm Monday-Thursday	6 hours FEE between 8am-2pm plus a charge of £33.99
Morning Session 8am to 1pm Monday-Thursday	3 hours FEE between 8am-11am plus a childcare charge of £25.75
Afternoon Session 1pm to 6pm Monday-Thursday	3 hours FEE between 1pm-3pm plus a childcare charge of £25.75

Totally Free Early Education Places:

At Dimples Day Care a child can access 12 hours per week of FF2 or Universal Free Early Education Entitlement and 24 hours per week of Extended Free Early Education Entitlement for 38 weeks per year without any additional hours or charges and can be accessed as follows:

FF2 and Universal Entitlement	2 x 8am-2pm sessions available between Monday- Thursday (38 weeks per year)
Extended Entitlement	4 x 8am-2pm sessions available between Monday- Thursday (38 weeks per year)

Please note that due to the nature of our small home from home settings Dimples Day Care is only able to offer limited totally free places which are subject to availability; please contact Alexandra for more information. These places are offered to families who are in most need of completely free education for example and not limited to; those who have previously accessed FF2 funding or Looked After Children.

Notice Periods

We require a 4 week notice period of leave for children on all fee structures. Children accessing FEE must leave at the end of a month or term in order for us to calculate accurate fee charges or refunds.

Breakfast, Afterschool and Holiday Club:

Dimples Day Care offers breakfast, afterschool and holiday clubs for children aged 5- 11 years; please see session times and rates below.



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<p>1) <u>Fees for Breakfast Club – 5 to 11 years</u></p> <p>Term time only 39 weeks a year</p> <p>8am to 8:50am with drop off service to School: £15.45</p> <p>Additional hours/sessions taken are charged in line with the 3 and 4 year old fees in box 4</p>	<p>2) <u>Fees for After School Club – 5 to 11 years</u></p> <p>Term time only 39 weeks a year</p> <p>3:15pm to 6pm with collection service from School: £18.54</p>								
<p>3) <u>Fees for wrap around school care - 5 to 11 years</u></p> <p>Term time only 39 weeks a year</p> <p>8am to 8:50am with breakfast and drop off service to School 3:15pm to 6pm with collection service from School and tea: £30.90</p>	<p>4) <u>Fees for Holiday Club – 5 to 11 years</u></p> <p>Operates during the Summer, Christmas, Easter and half term holidays</p> <table><tr><td>Breakfast Session 7am to 8am</td><td>£12.36</td></tr><tr><td>Morning Session 8am to 1pm</td><td>£21.63</td></tr><tr><td>Afternoon Session 1pm to 6pm</td><td>£21.63</td></tr><tr><td>Full Day 8am to 6pm</td><td>£46.35</td></tr></table>	Breakfast Session 7am to 8am	£12.36	Morning Session 8am to 1pm	£21.63	Afternoon Session 1pm to 6pm	£21.63	Full Day 8am to 6pm	£46.35
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Fee Options

(all fees include nappies, formula, meals and snacks)

<p style="text-align: center;">5) Fees for Under 2's</p> <p>Any combination of the following sessions can be taken over 51 weeks of the year, excluding bank holidays</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Breakfast Session 7am to 8am</td> <td style="text-align: right; padding: 5px;">£12.36</td> </tr> <tr> <td style="padding: 5px;">Morning Session 8am to 1pm</td> <td style="text-align: right; padding: 5px;">£43.26</td> </tr> <tr> <td style="padding: 5px;">Afternoon Session 1pm to 6pm</td> <td style="text-align: right; padding: 5px;">£43.26</td> </tr> <tr> <td style="padding: 5px;">Full Day 8am to 6pm</td> <td style="text-align: right; padding: 5px;">£75.19</td> </tr> <tr> <td style="padding: 5px;">Ad hoc care (subject to availability)</td> <td style="text-align: right; padding: 5px;">£8.24/hr</td> </tr> </table>	Breakfast Session 7am to 8am	£12.36	Morning Session 8am to 1pm	£43.26	Afternoon Session 1pm to 6pm	£43.26	Full Day 8am to 6pm	£75.19	Ad hoc care (subject to availability)	£8.24/hr	<p style="text-align: center;">6) Fees for Two Olds</p> <p>Any combination of the following sessions can be taken for 51 weeks of the year, excluding bank holidays</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Breakfast Session 7am to 8am</td> <td style="text-align: right; padding: 5px;">£12.36</td> </tr> <tr> <td style="padding: 5px;">Morning Session 8am to 1pm</td> <td style="text-align: right; padding: 5px;">£43.26</td> </tr> <tr> <td style="padding: 5px;">Afternoon Session 1pm to 6pm</td> <td style="text-align: right; padding: 5px;">£43.26</td> </tr> <tr> <td style="padding: 5px;">Full Day 8am to 6pm</td> <td style="text-align: right; padding: 5px;">£75.19</td> </tr> <tr> <td style="padding: 5px;">Ad hoc care (subject to availability)</td> <td style="text-align: right; padding: 5px;">£8.24/hr</td> </tr> </table>	Breakfast Session 7am to 8am	£12.36	Morning Session 8am to 1pm	£43.26	Afternoon Session 1pm to 6pm	£43.26	Full Day 8am to 6pm	£75.19	Ad hoc care (subject to availability)	£8.24/hr
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<p style="text-align: center;">7) 2 year olds qualifying for the 15 hours "Free For Two" funding (FF2)</p> <p>FF2 places are limited and subject to availability. FF2 places are available between the hours of 2pm-5pm Monday – Thursday for 38 weeks of the year (term time only). We offer up to 12 hours of FF2 care per week excluding bank holidays.</p> <p>Additional hours/sessions taken are charged in line with the 2 year old fees in box 2</p>	<p style="text-align: center;">8) Fees for Three and Four Year Olds</p> <p>Any combination of the following sessions can be taken for 47.5 weeks of the year, excluding bank holidays</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Breakfast Session 7am to 8am</td> <td style="text-align: right; padding: 5px;">£12.36</td> </tr> <tr> <td style="padding: 5px;">Morning Session 8am to 1pm</td> <td style="text-align: right; padding: 5px;">£43.26</td> </tr> <tr> <td style="padding: 5px;">Afternoon Session 1pm to 6pm</td> <td style="text-align: right; padding: 5px;">£43.26</td> </tr> <tr> <td style="padding: 5px;">Full Day 8am to 6pm</td> <td style="text-align: right; padding: 5px;">£75.19</td> </tr> <tr> <td style="padding: 5px;">Ad hoc care (subject to availability)</td> <td style="text-align: right; padding: 5px;">£8.24/hr</td> </tr> </table>	Breakfast Session 7am to 8am	£12.36	Morning Session 8am to 1pm	£43.26	Afternoon Session 1pm to 6pm	£43.26	Full Day 8am to 6pm	£75.19	Ad hoc care (subject to availability)	£8.24/hr										
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<p style="text-align: center;">9) 3 and 4 year olds accessing the "universal" 15 hours Free Early Education</p> <p>Up to 570 hours a year can be taken Monday-Thursday 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. (See below)</p> <ul style="list-style-type: none"> • Morning Session 8am to 1pm using 3 free hours of care and a chargeable rate of £25.75 • Afternoon Session 1pm to 6pm using 3 free hours of care and a chargeable rate of £25.75 • Full Day 8am to 6pm using 6 free hours of care and a chargeable rate of £33.99 <p>Additional hours/sessions taken are charged in line with the 3 and 4 year old fees in box 4.</p>	<p style="text-align: center;">10) 3 and 4 year olds qualifying for the "extended" 30 hours Free Early Education</p> <p>Up to 1140 hours a year can be taken Monday-Thursday 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. (See below)</p> <ul style="list-style-type: none"> • Morning Session 8am to 1pm using 3 free hours of care and a chargeable rate of £25.75 • Afternoon Session 1pm to 6pm using 3 free hours of care and a chargeable rate of £25.75 • Full Day 8am to 6pm using 6 free hours of care and a chargeable rate of £33.99 <p>Additional hours/sessions taken are charged in line with the 3 and 4 year old fees in box</p>																				



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11) Completely Free Early Education for 3 and 4 year olds accessing the “universal” Free Early Education

Limited spaces are available for completely Free Early Education (subject to availability). These places are offered to families who are in most need of completely free education for example, those who have previously accessed FF2 funding or for Looked after Children. We offer 12 hours of completely free universal Early Education per week over 2 days for 38 weeks of the year (term time only) between the hours of 8am-2pm on Monday- Thursday. Additional hours are subject to availability and are charged at:

£8.24/hr

Term dates can be found:

https://www.kelsi.org.uk/_data/assets/pdf_file/0005/119777/Sample-38-Weeks.pdf

12) Completely Free Early Education for 3 and 4 year olds accessing the “extended” Free Early Education

Limited spaces are available for completely Free Early Education (subject to availability). These places are offered to families who are in most need of completely free education for example, those who have previously accessed FF2 funding or for Looked after Children. We offer 24 hours of completely free extended Early Education per week for 38 weeks of the year, (term time only) 4 days per week between the hours of 8am-2pm Monday- Thursday. Additional hours are subject to availability and are charged at:

£8.24/hr

Term dates can be found:

https://www.kelsi.org.uk/_data/assets/pdf_file/0005/119777/Sample-38-Weeks.pdf

13) 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:
£15.45

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

14) 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:
£18.54

15) 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: £30.90

16) Fees for Holiday Club – 5 to 11 years

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

Breakfast Session 7am to 8am	£12.36
Morning Session 8am to 1pm	£21.63
Afternoon Session 1pm to 6pm	£21.63
Full Day 8am to 6pm	£46.35



COVID-19 Fee Arrangements

In order to maintain the sustainability of Dimples Day Care Ltd, a fee will be charged to families in the case of a full closure due to COVID-19. The fee will be charged at 33% of your usual monthly fee for the duration of the closure. Although our staff can be placed on furlough or Statutory Sick Pay in the event of a closure, our overheads remain constant. Our mortgages, insurances and other operating costs will need to be paid even if we are forced to close, therefore your fee of 33% will ensure these costs are met and Dimples Day Care Ltd can continue to operate and provide care for your child after the closure. If families are isolating due to a suspected case of COVID-19 and are awaiting test results, fees will be charged at 100%. If a child is isolating because they are a contact of COVID-19 or they themselves have tested positive, but the setting remains open, normal fees apply.

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.

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



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considering admission. Staff will work with parents/carers on an action plan to achieve their needs.

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

On 18.8.21 *(date)*

Date to be reviewed 18.8.22 *(date)*

Signed on behalf of the provider

Name of signatory Alexandra Stewart

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