



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Fees and Charges Policy

Purpose

The purpose of this policy is to provide clear guidance regarding fees, charges, deposits, payment arrangements and funding opportunities available at The Butterfly Rooms. We are committed to ensuring that all parents and carers receive transparent information about childcare costs before their child starts attending our setting.

Nursery Fees

The following fees apply from **September 2026**:

Little Explorers (0 to 18 Months)

- £12.00 per hour

Alice's Attic (18 Months to 2½ Years)

- £12.75 per hour

Little Acorns (2½ to 3½ Years)

- **From £12.00 per hour**

Little Caterpillars (3½ to 5 Years)

- £12.00 per hour

Fees are charged based on the sessions booked and agreed upon during enrolment.

Wraparound Care Fees

Breakfast Club

- £14.00 per hour

Afterschool Club

- £14.00 per session

Full Day Wraparound Care

- Up to £28.00 per day

All wraparound care sessions must be booked in advance and are subject to availability.

Holiday Club Fees

Holiday Club

- **From £9.00 per hour**

Holiday Club operates during school holiday periods and is available subject to availability and staffing requirements.

Additional charges may apply for:

- Educational visits
- External activity providers
- Special events and experiences

Parents will be notified in advance of any additional costs.

Deposits

A deposit equivalent to **one week's childcare fees** is required to secure a childcare place.

The deposit must be received:

- At least 14 days before the child's start date.
- Before enrolment is confirmed.

The deposit may be deducted from the final invoice, subject to all fees being paid and the required notice period being provided.

Payment of Fees

Parents and carers are responsible for ensuring childcare fees are paid on time.

Fees should be:

- Paid by the agreed payment method.
- Paid by the due date shown on invoices.
- Kept up to date at all times.

Failure to pay fees may result in the suspension or withdrawal of childcare services.

7. Childcare Funding

The Butterfly Rooms accepts eligible government funding schemes, including:

- 2-Year-Old Funding
- 15-Hour Early Education Funding
- 30-Hour Childcare Funding
- Disability Access Fund (DAF)

Parents are responsible for providing valid funding codes and supporting documentation where required.

Any hours attended outside funded entitlement will be charged at the applicable hourly rate.

Absence and Non-Attendance

Fees remain payable for all booked sessions, regardless of absence due to:

- Illness
- Family holidays
- Medical appointments
- Personal circumstances

Refunds or credits will not normally be provided for missed sessions.

Withdrawal of Places

Nursery Places

If a child does not attend the setting for **two consecutive weeks** without prior agreement, The Butterfly Rooms reserves the right to withdraw the child's place.

Wraparound Care Places

If a child does not attend for **three consecutive weeks** without prior agreement, The Butterfly Rooms reserves the right to withdraw the child's place.

A new application may be required should a place be requested in the future.

Late Collection Charges

Where a child is collected after their booked session has ended, additional charges may be applied to cover staffing costs.

Persistent late collection may result in a review of childcare arrangements.

Outstanding Fees

Where fees remain unpaid, the setting reserves the right to:

- Issue payment reminders.
- Arrange repayment plans where appropriate.
- Suspend childcare sessions.
- Withdraw a childcare place.
- Recover outstanding debt through appropriate legal processes if necessary.

Fee Reviews

Fees are reviewed annually and may be amended to reflect:

- Operational costs
- Staffing costs
- Inflation
- Government funding changes
- Regulatory requirements

Parents will be given reasonable notice of any fee increase.

Equality and Confidentiality

The Butterfly Rooms is committed to providing equal access to childcare services and will treat all financial information confidentially in accordance with GDPR and the setting's Privacy Policy.

Fee Summary:

Service	Fee
Little Explorers	£12.00 per hour
Alice's Attic	£12.75 per hour
Little Acorns	From £12.00 per hour
Little Caterpillars	£12.00 per hour
Breakfast Club	£14.00 per hour
Afterschool Club	£14.00 per session
Full Day Wraparound Care	Up to £28.00 per day
Holiday Club	From £9.00 per hour

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the Management
committee

Name of signatory

The Butterfly Rooms Ltd

24th July 2026

24th July 2027

Miss Aimee Thompson