

## Fee Structure & Admissions Policy

Greetland Private Day Nursery, Out of School and Holiday Club offers the following fee packages:

*Nursery Care*

*Teacher Package*

*Flexi-Care*

*Free Entitlement Sessions*

*Out of School Care*

*Holiday Care*

Each type of care has its own fee structure, terms and conditions. For each type of care, except Holiday Care and Flexi-Care, the sessions booked must be the same each week\*, although extra sessions may be available. Sessions may not be swapped and there is no refund for occasional absence due to illness or holidays.

*\*If you require different days each week please talk to us about availability for shift patterns of up to 4 weeks rotation*

### Nursery Care

Nursery care is available from 7.30 to 6.00 all year round. The nursery is closed on Bank Holidays, for the week between Christmas and New Year, and for two training days which are advised annually. No fees are charged when the nursery is closed. Fees are calculated calendar monthly, and will vary depending on Bank Holidays etc. A sibling discount of 5% is applied to the oldest child's fees. Full time places are discounted by 5% off the full daily rate.

### Teacher Package

The Teacher Package is available for parents who do not require care during the school holidays. The hours and fees are the same as for nursery care, but during 12 weeks of the school holidays (October Half Term, Christmas, Spring Half Term, Easter and Summer), only 30% of the normal fees are payable to retain the child's place. The nursery follows the school holidays as published by Calderdale Local Authority. During the holidays your child will not usually attend nursery, however, if attendance is required, this can be booked in advance, subject to availability, and the top up-fee to the normal daily rate will be charged. It is also possible to request attendance on a different day during the holidays, subject to availability. No further discounts are applicable to the teacher package.



Company No. OC310665  
Registered Office:  
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Huddersfield HD1 1PA



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## **Flexi-Care**

If you require ad-hoc childcare, and do not wish to commit yourself to a monthly fee, you can use our Flexi-Care package. There is a £50 registration fee, which includes a package of 'getting to know you' visits. Once the getting to know you process is completed, you may book ad-hoc nursery sessions as required, at our current rate, subject to availability. Sessions must be paid for at the time of booking. If you book a session and subsequently cancel a full refund will be given provided you give us more than 24 hours notice. If you cancel a session with less than 24 hours notice, no refund will be given.

## **Free Entitlement Sessions**

Free Entitlement is the government's name for the 15 hours of Early Education to which some two-year-olds and all three and four year olds are entitled. At Greetland Private Day Nursery you can use your entitlement in a number of ways.

If your child attends under the nursery care or teacher package, they will receive their Free Entitlement hours as part of their normal nursery attendance, and your fees will be calculated to reflect this.

If you would like to use just the 15 Free Entitlement hours, you can choose to enrol your child for either 5 mornings a week, or 5 afternoons, term time only, and pay nothing.

For session times, please see the Free Entitlement Application Form. If you choose to use your Free Entitlement hours outside of our nursery care or teacher packages, attendance is term time only for 38 weeks per academic year. Term dates will be advised annually. A child can usually only start their Free Entitlement hours at the start of a term and subject to availability. Children using just the Free Entitlement Hours must have adequate attendance or the place may be withdrawn.

## **Out of School Care**

Out of School Care is available during term time, from 07.30 to 9.00 and from 3.15 to 6.00 for children attending Greetland Academy. Children are dropped off and collected from school on foot. Fees are calculated calendar monthly in advance during term time. Fees are not charged for days when the school is ordinarily closed (i.e. planned teacher training days) but are charged for emergency closures, for example, due to the weather. No discounts are applicable to Out of School Care.

## **Holiday Club Care**

The Holiday Club operates out of the Preschool Room and is available to all children from nursery to the end of year 3, regardless of which school they attend. Bookings are made for each holiday in advance, and can be for different days each week. Payment is to be made when the place is booked and no refunds will be made for non-attendance on pre-booked days. The Holiday Club is open from 7.30 to 6.00, half day sessions are available. Holiday Club fees are the same as the current nursery fees and include all incidental costs such as meals, bus fares and entrance fees for trips. No discounts are applicable to Holiday Club Care.



## Nursery Fees

We charge £43 per day or £25 per half day.

We provide all food, nappies, wipes and milk.

We offer a 5% discount for siblings and full-time places.

We only charge for the days that we are open. We are closed on Bank Holidays, from the 25th December to the 2nd January and for two training days which are advised annually. No fees are charged for these days.

Because we don't charge you when we are not here, fees are calculated and invoiced on a calendar monthly basis. You will receive an invoice on the 20th of each month for the following months fees, payable by the first day of the month.

We offer special fee packages for term-time only care and shift workers who require different days each week. Please ask for more details.

The nursery is a registered provider of childcare and early education and is eligible for all childcare tax credit, employer childcare vouchers and early education funding for 2, 3 and 4 year-olds.

Notice of one calendar month is required to amend or cancel a place. All changes and cancellations must be notified in writing.

### Fee Guarantee

We will guarantee to keep your fees at the daily rate that is in place when you register with us and pay your deposit up until your child becomes eligible for a free early years education place.





## Nursery Application Form

Please complete this form to reserve a place. A deposit of £150 is required to secure the place which will be deducted in full from your first month's fees. If you cancel the place the deposit is not refundable.

Name of Parent/Carer: .....

Address: .....

Post Code:.....

Home Telephone: .....

Other Telephone: .....

Email Address:.....

### Name(s) of child(ren)

### Date of Birth (or EDD)

1. ....

2. ....

3. ....

### Sessions required

Day	Morning (7:30 - 12:30)	Afternoon (1:00 - 6:00)	All Day
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Start Date:..... Waiting List only:

Signature of Parent/Carer: .....Date: .....

Where did you hear about the nursery? .....

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# Out of School & Holiday Care Fee Structure



## Out of School Club

Fees include all meals and snacks. Please arrive before 8 for breakfast.

Morning Session 7:30 - 9:00	Afternoon Session 3:15 - 6:00
£5.75	£9.75

The Out of School Club provides care for children attending the **Greetland Academy**.

The nursery is a registered provider of childcare and early education and is eligible for childcare tax credit, employer childcare vouchers.

The Out of School Club operates during school term times only. Fees are calculated calendar monthly in advance. No fees are charged for days when the school is ordinarily closed (e.g. planned teacher training days) but are charged for emergency closures, for example due to bad weather.

No discounts are applicable to out of school care.

Notice of one calendar month is required to amend or cancel a place. All changes and cancellations must be notified in writing. Fees are reviewed annually in September.

## Holiday Club

Fees include all meals, snacks and outings.

Full Day 7:30 - 6:00	Half Day 7:30-12:30 or 1:00-6:00
£43	£25

The Holiday Club is available to children from **all primary schools** from nursery to the end of year 3 and operates out of the Preschool Room. Bookings are made for each holiday in advance. Payment is due when the place is booked and no refund will be made for non attendance on pre-booked days.

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## Out of School Club Application Form

Please complete this form to reserve a place. A deposit of £150 is required to secure the place which will be deducted in full from your first month's fees. If you cancel the place the deposit is not refundable.

Name of Parent/Carer: .....

Address: .....

Post Code:.....

Home Telephone: .....

Other Telephone: .....

Email Address:.....

### Name(s) of child(ren)

### Date of Birth

1. ....

2. ....

3. ....

### Sessions required

Day	Morning (7:30 - 9:00)	Afternoon (3:00 - 6:00)
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Start Date: ..... Waiting List only:

Signature of Parent/Carer: .....Date: .....

Where did you hear about the nursery? .....

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## Free Entitlement Application Form

Please complete this form to reserve a place. By signing this form you are agreeing to the terms and conditions overleaf.

No deposit is required for a Free Entitlement place.

Name of Parent/Carer: .....

Address: .....

Post Code:.....

Home Telephone: .....

Other Telephone: .....

### Name(s) of child(ren)

### Date of Birth

1. ....

2. ....

3. ....

### Sessions requested

5 x Mornings (8:30 to 11:30) 15 funded hours, no additional charges	
5 x Afternoons (12:30 to 3:30) 15 funded hours, no additional charges	

Preferred Start Date: .....

Signature of Parent/Carer: .....Date: .....

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# Terms and Conditions

Free Entitlement places are available on a term-time only basis, and are funded for 38 weeks for each academic year (September to July). We follow the term dates as specified by Calderdale Local Authority, and will advise you of term dates on a regular basis.

To be eligible for a Free Entitlement place you are required to complete a funding form and provide proof of date of birth for each eligible child.

Each child may attend for a maximum of 15 funded hours each week, subject to availability. We will endeavour to offer you your preferred sessions wherever possible, but may not always be able to do so. If you do not wish to use all 15 hours of your child's entitlement with us, please speak to us about availability. All session times must be adhered to and children must be dropped at nursery at the correct time and collected promptly. The nursery reserves the right to charge a fee of £10 per 15 minutes (or part thereof) for late collections.

Attendance of funded places is carefully monitored by the nursery on behalf of the Local Authority, and should your child's attendance be poor, the nursery would be obliged to reduce the number of sessions available, or to withdraw the place.

# Enquiry Form



## Introduction

We are always happy to show prospective parents around the nursery, but as we communicate with our parents via online services, it is not easy for us to demonstrate this part of our service during a tour of the building.

By completing the details below we will be able to send you login details for a sample of our Tapestry online learning journals, and our Parent Portal service. A valid email address is required.

## Your Details

Name: .....

Address: .....

Phone number: .....

Email address: .....

Where did you hear about the nursery?.....

Please be assured that we will only use your contact information to send you further details of our services. We will never pass your details to any third party. The nursery has a strict confidentiality policy and all information is processed and stored in accordance with the Data Protection Act 1998.

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