

# Number 9

## The Nursery

Working together to release your child's full potential

### **Registration Fee and Deposit**

We require you to pay a registration fee of £100.00 and a deposit of £300.00 to secure your child's place.

Our registration fee is non-refundable. You will receive a backpack in which to keep your child's spare clothes, bottles and other items – we do not allow carrier bags on the children's pegs – and a wet bag to store any dirty items.

The deposit of £300.00 is held until your child leaves the Nursery. Your deposit will be deducted from your final month's fees when your child leaves the Nursery, providing that you have given a full month's notice as per your Parent Contract and your child has been at the Nursery for more than three months.

If your child does not attend the Nursery once your place has been accepted, we reserve the right to enforce the payment of the first three months fees in full.

Number 9 The Nursery reserves the right to give one month's notice in writing to any parent, if we would like to terminate the childcare arrangement.

### **Daily Rate**

| <b>Minimum booking of 3 days per week</b> | <b>Price Per Day</b> |
|---|----------------------|
| Full Day – 7.30am-6.00pm                  | £93.00               |

Please note that this includes:

- A range of formula milk
- Nappies
- Wipes
- Snacks, Lunch and Tea
- Baby Ballet (please see timetable)
- Pro-Stars exercise and games (please see timetable)
- French (Pre-School only – please see timetable)
- Sing and Sign (Babies and Toddlers only – please see timetable)
- Yoga (please see timetable)

## **How to Apply**

Please complete our enquiry form using the button on our website, [or by clicking here](#). Once you have sent your enquiry, we will be in touch to discuss your requirements and the Nursery's availability. If a space is currently available that matches your requirements, we will book you in for a viewing.

Please note: we do not make an offer of a space without you first viewing the nursery, and due to the high demand there can be several applications for each space, therefore our availability can change at short notice.

If we are able to offer you a place, you will receive an email with details of our offer and how to pay your registration fee and deposit. **Your child's place at the Nursery is not secured until we have received the payment of this registration fee and deposit and you have returned your registration form.**

Free-funded only places are subject to availability. Please note: if you are applying for a place to use your Government free-funded hours **only**, you will not be asked to pay a registration fee and deposit. However, you will be required to complete a Parental Declaration Form to confirm you meet the Government free-funded hours requirements.

When we have received your registration fee and deposit payment (or, in the case of those applying for a free-funded only place, your completed Parental Declaration Form), you will then be sent our registration form and we can complete your child's enrolment.

## **Discounts and Refunds**

If a sibling of an existing child joins the Nursery, a discount of 10% will be given on the oldest child's fees. This discount also applies to twins.

No refunds will be given if your child fails to attend any pre-booked days for sickness or holidays and we are unable to swap, change or give days back in lieu for missed sessions. No refunds will be given in the event of the Nursery closing due to factors beyond the Nursery's control.

If you are using your Government free-funding entitlement, please be aware that the funding will stop for any period of holiday exceeding two weeks.

The Nursery is closed on Bank Holidays, Inset Days and for approximately one week at Christmas. Please be aware that fees are payable for these periods.

### **Government Funding Free Entitlement**

The Government offer free funding entitlements for children over 9 months old, subject to eligibility.

You can check your eligibility for the free-funding entitlement, and apply for your funding code, by visiting <https://www.childcarechoices.gov.uk/>

Croydon Council requires all parents to complete a Parental Declaration form and provide their child's birth certificate or passport, along with proof of their address. This must be returned to the nursery, along with your national insurance number and funding code (where applicable), in order to process your application.

All children become eligible for their funding from the term after their birthday / the term after they are 9 months old.

Funding is calculated on a term-time only basis of 38 weeks of the year. At Number 9 The Nursery we have stretched the government funded 15 hours or 30 hours over the whole year. This is to align the Government's funding proposal to our operating hours, as we do not offer term time-only places.

#### **15 hours funding**

Will be given as 11 hours per week, 5.5 hours per day, over two days.

#### **30 hours funding**

Will be given as 22 hours per week, 5.5 hours per day, over four days.

An additional service charge of £6.50 per day for food and activities applies where free-funded hours are used.

### **Changes to your attendance pattern**

During the registration process you will be asked to decide on the number of days you wish your child to attend. The Nursery has a minimum booking of 3 days per week. This must include either a Monday or a Friday.

You will be made an offer of the next available place that matches your requirements.

Once we have received your registration fee and deposit, you will receive confirmation of your child's enrolment. We will be in touch to arrange settling-in sessions closer to their official start date.

Should you pay your registration fee and deposit, and then not take up your place at the Nursery, the Nursery reserves the right to retain your deposit and charge your first three months fees in full.

Any reduction in your child's confirmed days will only take effect three months from your child's start date, and charges will be due as normal until the reduction takes effect.

Any changes to increase or decrease your days thereafter must be requested with one month's notice in writing to the Nursery Manager, who will check availability. Additional days will be added to your next invoice.

In the event that you wish to increase your days more than six months in advance, and the Nursery has space available, you must give three months' notice if you no longer require the day you have booked. If less than three months' notice is given, your deposit will be forfeited and will not be repayable upon your child leaving the Nursery.

If you wish to reduce your days immediately, we reserve the right to continue your normal monthly fee for a period of one month.

### **Late Collection Fees**

We understand that occasionally situations arise which mean you will be arriving late to collect your child.

Late collection will incur an additional fixed fee of £20.00 for the first 20 minutes and £40 from 21 minutes onwards.

### **Payment Terms**

Our invoices are raised monthly, and we will ensure that all invoices are with you by the 20<sup>th</sup> of each month. Invoices are payable monthly in advance by the 1<sup>st</sup> of the following month.

The Nursery is closed on Bank Holidays and for approximately one week at Christmas. Please be aware that fees are payable for these periods.

Please create a standing order or pay via BACS. Please inform the Nursery if you are paying by Childcare Voucher or the Government Tax-Free Childcare Scheme.

If you are unsure of the code for your provider, more information is available on our website: <https://number9thenursery.co.uk/parent-information/>

**Payments must be made in full and on time. This includes payments made via Childcare Voucher or the Government Tax-Free Childcare Scheme. Please be aware that these payments can sometimes take up to seven days to arrive in our account.**

**No payment shall have deemed to have been made until it is cleared in the Nursery bank account, and you will be subject to a late payment charge of £30 if your payment is not in the Nursery bank account on the first of the month.**

Continued late payments may result in the termination of your child's place without notice. If fees are not paid, we reserve the right to hand over the debt to a debt collection agency who may also add on their own charges for collection.