

Admission

A completed enrolment form, parental agreement and registration fee of £35.00 is required to secure a place.

Registration fee

The registration fee is £35.00 to be paid before you start; this covers all administration, and the first 2 weeks of 'settling in sessions' booked within the rooms, these cover from 1 to 2.5 hr visits only. Any sessions over this will be charged at full fees.

The admissions fee is voluntary for child(ren) accessing Government funding only, 2-year funding and 3-year funding.

Uniforms/tops can be ordered please request an order form. Uniform is not compulsory.

Settling in sessions

These are pre-arranged sessions booked by parent/carer to introduce the child/ren into the setting, they start at hourly sessions and build up to 2.5 hrs. They can cover meal times or sleep. Anything over 3 hrs will be classed as a session and charged accordingly, they usually take 2 weeks but can take longer. The key person will support and settle the child/ren in.

Fees and invoices

Invoices are sent out the beginning of the month and are payable within that month. These can be paid by standing order, bacs, cash or cheque made payable to 'The Strawberry Patch Ltd', we also accept childcare vouchers through schemes run by many employers, and we are registered with the Government tax free scheme payments can be made via the government account.

Our bank details for bacs payments:
HSBC account; sort code: 40-24-43 account number: 71402773 (please use your child's name as reference).

Our registration number from Ofsted is EY245165

Payment of fees

Invoices will be sent out one month in advance and to be settled in full before the month ends (dates on the invoice). All bills are to be paid in full before a new month starts.

check your spam. All families will be issued an invoice Monthly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see where funding is applied and where additional fees have been applied.

Detailed receipts will be issued for all cash and cheque payments.

Invoices will be emailed out password protected, which is your child's first name stating with a capital letter.

If you have any concerns over payments or would like to discuss any financial concerns please let us know.

Nursery opening times

The nursery is open 8am-6pm, 50 weeks of the year, except bank holidays, and 2 weeks at Christmas & New Year, following the state school holidays in Norfolk. Sessions can be booked between these times by arrangement. Early and late pickups can be pre-booked if required, 7.45 am or 6.15pm there is an additional charge for this, and can not be covered by government funding.

Booking a place

Please apply by contacting Emma Marsh on 01263 711229 or Email info@strawberrypatch.co.uk.

Nursery Fees

For children aged 3 months to 2 years

Half day: £30.00 = 8am to 1pm/1pm to 6pm

Full day: £54.50 = 8am to 6pm

Schooldays: £42.00 = 9.00am to 3.30pm

Full week: £248.80 = Mon to Fri 8am to 6pm

For children aged 2 years to 3 years

Half day: £29.00 = 8am to 1pm/1pm to 6pm

Full day: £49.50 = 8am to 6pm

School day: £40.00 = 9.00am to 3.30pm

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Full week: £226.65 = Mon to Fri 8am to 6pm

For children aged 3 years to 5 years

Half day: £28.50 = 8am to 1pm/1pm to 6pm

Full day: £46.50 = 8am to 6pm

Schooldays: £38.00 = 9.00am to 3.30pm

Full week: £212.25 = 8am to 6pm Mon to Fri

For children aged 5 years to 8 years

(Holiday Club Children)

Half day: £25.00 = 8am to 1pm/1pm to 6pm

Full day: £45.00 = 8am to 6pm

Schooldays: £36.50 = 9.00am to 3.30pm

Full week: £204.75 = Mon to Fri 8am to 6pm. There will be a 10% discount for any second child attending the nursery present at the same time. If you require any additional hrs around these sessions, they can be booked and the costs for this are worked out according to the day care prices and hours within the sessions.

Additional cost for 7.45 starts and 6.15 finish

£2.00; 7.45am to 8am

£2.00; 6pm to 6.15pm

Government funding

The government provides Early Years Funding. This comes into place the term after their 3rd birthday. Government funding is intended to deliver 15/30 hrs a week of free, high quality, flexible childcare, it is not intended to cover the cost of meals, consumables, additional hours or additional services childcare.

15 hr funding is applicable to all children if the funding form has been completed.

To receive the additional 15 hrs (30 hrs) you need to apply online to see if you meet the criteria both parents working 16 hrs per wk. and an income threshold.

- Following the local Early Education and Childcare Statutory Guidance for Local Authorities - March 2019
- Early years Entitlements: Operational Guidance for Local Authorities and Providers - April 2019

Funding can be provided within;

*No session longer than 10 hrs

*No minimum session length (subject to the requirements of registration on the Ofsted Early years register)

*Not before 8.00am or after 6.00pm

*A maximum of two sites in a single day.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate

If you would like to do extra hrs/sessions above the 15/30 hrs this is available, and the costs for this are worked out according to the day care prices and hours within the sessions.

The following charges apply when taking a free entitlement place –

- Cost of Meals and Snacks

The charges are voluntary. Families are able to supply their own. It may be possible to waive or reduce these costs, please discuss this with Emma Marsh

Consumable costs:

£1.50 per lunch/tea

75p per snack/breakfast

Additional information is available on the Norfolk County Council website.

www.schools.norfolk.gov.uk/earlyeducation or contact earlyyearsfinance@norfolk.gov.uk or Childcare Choices,

<https://www.childcarechoices.gov.uk/> or Childcare service system; <https://childcare-support.tax.service.gov.uk/par/applynow>

2-year-old funding

We accept two-year-old funding to children who turn two the term after their second birthday. Children and families need to meet some certain criteria to qualify for this scheme. (For further information speak to Emma Marsh). Additional information is available on the Norfolk County Council website. www.schools.norfolk.gov.uk

The free entitlements is delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they

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opt to pay for optional hours, services, meals or consumables.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as

free provision is convenient for parents' working hours.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Emma Marsh

3-year-old funding

| A child born in the period | Will be eligible for a free place |
|---|--|
| 1 st April – 31 st August | 1 st Sept following the child's 3 rd birthday (autumn term) |
| 1 st Sept – 31 st Dec | 1 st Jan following the child's 3 rd birthday (Spring term) |
| 1 st Jan – 31 st Mar | 1 st April following the child's 3 rd birthday (Summer term) |

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements.

A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

(Please refer to our Data protection policy and GDPR regulations 2018)

Changes to your childcare fees

We will give you one month's written notice of any changes to your childcare fees and explain how our charges are worked out.

Late payment of fees/debit collection policy

If payments are later than two months your child's place will be put on hold until all fees are paid up to date. If your child receives government

funding, they will be able to access the funded sessions only until the invoice paid.

Cancellation policy/illness

Once your sessions have been booked, you are obliged to pay, even if your child does not attend for any reason, this includes illness. We do not offer holiday or reduced sessions in holidays, and term time only applies to government funded children only.

Notice period, reducing sessions

We require a minimum of one months' notice in writing if your child will no longer be attending the setting or you wish to reduce sessions, any payment made within that notice will not be refunded and further payment may be required to complete your commitment to the end of the month.

Late collection of your child

We do understand that emergencies can crop up from time to time; please inform the nursery if this happens.

Late pick up fees will be added to your invoice at a cost of the 2 staffs hrs required to stay on to cover.

If you are finding it difficult to arrive on time please let the manager know as we can offer extra cover.

Please contact us if you have any concerns over any information mentioned above, we will be happy to help.

Our Complaints Policy is issued to all families as part of the registration process. It is also available via our website or on request.

The Strawberry Patch implement a policy of equality of opportunity. All our children are treated equally and given access to all activities and appropriate responsibilities.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding

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streams with a view to submit a claim/application to support and improve their outcomes.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

June 2019