



FOREST VILLAGE KINDERGARTEN

Fees and Charges

Forest Village Kindergarten are committed to providing your child with the highest childcare and learning.

Forest Village Kindergarten is open for 51 weeks per year. We are open Monday to Friday 8am – 6pm.

Our fees are listed with options for parents to choose full time sessions, morning sessions or afternoon sessions.

Our Standard Day: 8am-6pm

Standard Half Days: 8am-1pm; 1pm-6pm

Fees:

2 – 3 year olds: £75 per full day/ £40.00 half day

3-5 year olds: £70 per full day/ £35.00 half day

Additional sessions

Additional Hourly Rate: £10 per hour

The minimum attendance is can be 2 full days, 3 half sessions, and 1 full day and 2 half-day sessions.

Fees are due in advance on the 1st of each month. We issue monthly invoices mid-month for the following month.

You will still be charged if your child is unwell or if you go on holiday.

Fees are calculated on a monthly basis by how many days your child attends the nursery by the daily cost.

Full fee is applicable by:

- Bank Holidays
- Parent/child sickness
- Occasional day off parent/child
- Parent/child holiday

Fee increases are applied in March and calculated on the previous year's running costs.

Any places outside the standard plans are offered at the manager's sole discretion.



Registration

In order to register your child at Forest Village Kindergarten, please fill in our online application form from our website. There is a registration fee of £100 that will need to be paid the same day you hand in your application form. An invoice will be sent to you via email with our bank details.

On accepting a place, this fee will go towards your child's settling in fee. If we do not have spaces available, you can join our waiting list. We regularly review our occupancy, and availability is assessed taking in any leavers. If your child does not receive a place to start at the requested time, they will remain on the waiting list until a place becomes available. We will aim to give you an update on your position after each review.

Allocation of Places

Places are offered on the basis of the following order of priority:

1. A child who is currently at the Kindergarten wishing to increase their sessions.
2. A child with a sibling already at the Kindergarten
3. The date of waiting list registration

Offer and Acceptance Deadline

If you are at the top of the waiting list, we will offer you a place that becomes available. It may not be your requested days and times. If you do not take the offered sessions, your child will remain on the top of the list until your requested sessions become available. When you are offered a place, you will have 72 hours to accept the place, or it will be offered to the next person.

Accepting a place

In order to accept a place, you are required to pay a £100 refundable deposit. You will be sent an invoice by email. Upon receipt of payment, we will confirm your sessions are secure. The £100 will be deducted from your last invoice once 1-month notice is given informing us that your child will be leaving. You will also need to pay 1 month of nursery fees in advance.

Decreasing days or withdrawing from the Kindergarten



Should you wish to decrease the number of sessions your child attends or would like to withdraw your place from the Kindergarten, one calendar month notice is required. Notice must be submitted in writing before the Invoice for the following month is sent out, and must be confirmed by email by the Kindergarten Manager.

Cancelling a confirmed place (prior to starting or during the settling in sessions)

Should you wish to cancel your child's place at Forest Village Kindergarten prior to starting or during the settling in sessions, we ask that you inform us as soon as possible. The Kindergarten fees paid and the registration fee will not be refunded. You will be able to receive the £100 deposit within one calendar month.

Late Collection

If you are late collecting your child (after 6pm), you will be charged for £1.00 per minute.

Early Years Funding

It is available to children aged 3-5 years of age. Please find more information on the governments specially designed website here:

<https://www.childcarechoices.gov.uk>

You are able to share your additional 15 hours with up to another 2 providers if they accept. For more information please see our Funding policy or as the manager.

Working parents of 3-year-olds may be eligible to Extended Free Early Education and Childcare, which is an extra 15 hours per week. In order to be eligible, both parents must be working and meet the eligibility criteria. To find out if you are eligible please visit the [HM Revenue website](#).

If your child is born between:	Your child's funding will commence:
1 September to 31 December	1 January (Spring term)
1 January to 31 March	1 April (Summer term)
1 April to 31 August	1 September (Autumn term)



Please note that funding does not cover half term or school holidays. If you would like your child to attend during that time, normal fee rates apply. You are also able to top up.

If you are receiving funding and topping up, please note that during half term and school holidays, we will still be charging you the top up prices. This is to reserve your child's place.

Paying with Childcare Vouchers and Tax-Free Childcare

We also accept Childcare Vouchers. Parents are currently paying with:

- [Edenred Vouchers](#) - Account Number P21038689
- [Kiddivouchers](#)
- [Computershare Vouchers](#) - User ID number 0023947627

Once you make a payment with your childcare voucher provider, they will notify us where we will amend your account.

If we are not registered with your provider, we will do so. We are also registered with the [Government Scheme for Tax-Free Childcare](#).

