



**The Little Lotus Nursery**  
120-126 Buckingham Street,  
Newcastle Upon Tyne,  
NE4 5QR.  
07405742618

### **Charging/Fee policy**

#### **Funded sessions**

The Little Lotus Nursery offers access to the following funding structures for those eligible:

- 30 hours for eligible working parents of children from 9 months old
- 15 hours for eligible families of 2 year olds receiving additional support
- Universal 15 hours for all children aged 3 and 4 years old

The Little Lotus Nursery will only confirm the offer of a funded place, once your funding code, eligibility and nursery availability have been considered and checked by management.

Should a parent fail to re-confirm or fall out of eligibility, management will seek to discuss the situation with the parent and try to come to a suitable solution for all parties, where a solution cannot be agreed by both parties, your child's nursery place may be suspended and may be offered to another child on the waiting list.

#### **Typical session structures:**

##### **Funded 30 hours**

5 x full days per week (Monday – Friday) 9:00am – 15:00pm

##### **Funded 15 hours**

2 x full days (9:00am-15:00pm) per week, plus 1 x half session (9:00am-12:00pm or 12:00pm-15:00pm) across Monday to Friday.

or

5 x half sessions per week (9:00am-12:00pm or 12:00pm-15:00pm) across Monday to Friday.

The costs of all funded childcare sessions are completely covered by Newcastle City Council. The Little Lotus Nursery has no hidden costs to our parents and carers.

#### **Consumables**

The Little Lotus Nursery asks that all parents provide a packed lunch, nappies and wipes for your child's nursery day.



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Should Nappies, wipes or lunch constantly fail to be provided, then there may be an additional charge to the parents/carers to reimburse the cost. This will be kept minimal and receipts provided.

The cost of snacks and resources are included with The Little Lotus nursery sessions and no additional charge will be made.

### Settling period

Prior to your child commencing the nursery we would offer you two introductory sessions of 1-2 hours (depending on how the child settles). Introductory sessions should commence the week prior to your child's start date and are usually offered between the hours 9:30am-11:30am or 12:30pm-2:30pm, on your child's usual days of attendance. This session enables your child to be gently integrated into the group they are joining and to familiarise them with the staff.

### Extra sessions

Any parent/ carer requiring extra sessions in addition to their normal attendance must request these in advance, by speaking to a member of staff. A member of management will then establish if a place is available, and parents/carers will be informed of the outcome. Parents/carers will be invoiced accordingly for all extra sessions.

### Nursery Fees

#### **Daily rate:**

9:00-15:00 = £45.00 (Term time only)

#### **AM/PM Sessions**

9:00-12:00= £28.00 (Term time only)

12:00-15:00= £28.00 (Term time only)

#### **Additional hours**

Per hour = £10.00

30 minutes = £5.50

- To reserve a nursery place in advance for your child The Little Lotus Nursery required a registration fee of £50 (this fee will be waived for those accessing government funding).
- Fees are payable one month in advance by cash or bank transfer and must be received by the 15<sup>th</sup> of the month.



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- If by the 15<sup>th</sup> day fees remain unpaid, then a late payment charge of £20 may be applied. Failure to pay your nursery fees on time may also result in your child's place being offered to another child on the waiting list.
- Parents wishing to pay weekly must pay no later than Wednesday on a weekly basis, late payments may result in a late charge of £20. Failure to pay nursery fees on time may result in your child's place being offered to another child on the waiting list.
- One month's written notice is required for a child leaving the nursery, or one month's fees in lieu of such notice.
- One month's written notice is required for a child changing their sessions. Changes may only be made subject to availability.
- The Little Lotus Nursery will provide one months notice before the termination of your contract in the instance that our terms and conditions are not being met.
- All arrangements for payments of fees are the responsibility of the parent/carer.
- Fees for confirmed days are payable irrespective of whether the child attends or not.
- Sessions cannot be swapped.
- Fees are charged for the full session booked, regardless of how long the child attends within the session.

Prices are based on a full session, additional hours prior to or beyond the normal session period are charged at £10.00 per hour.

Where children are not collected on time the hourly rate will be charged.

Collection after closing time (15:00pm Mon- Friday) will result in a £20.00 late fee being charged.

This policy will be reviewed and updated annually in April.