



Bardfield Montessori Day Nursery Ltd. Braintree Road, Braintree, CM7 4PY.

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## Fee Information Contents 2022

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## April 2022, Standard Fee Charges

Bardfield Montessori ensures our sessions and fees are transparent to all families in attendance. Our nursery software system embeds this simplicity by providing your full account online. Our fee information document provides all the information your family requires.

Session Type	Session Charge
<b>Extended School Day</b> (7:30-3:30)	£48.00 £6.00 per hour + £15.00 Service Charge <b>Total: £63.00</b>
<b>School Day</b> (8:00-3:30)	£45.00 £6.00 per hour + £15.00 Service Charge <b>Total: £60.00</b>
<b>Extended All Day</b> (7:30-6:00)	£57.75 £5.50 per hour + £15.00 Service Charge <b>Total: £72.75</b>
<b>All Day</b> (8:00-6:00)	£55.00 £5.50 per hour + £15.00 Service Charge <b>Total: £70.00</b>

## Fees Terms and Conditions

(Please also see parent contract)

- 1) We operate a 3-stage enrolment process.

**Stage 1:** Completion of the Admissions Form. This form will be given to you when registering your interest at Bardfield Montessori. The form is designed to gather initial information about your child and family. This will be stored until a space at the nursery setting can be offered. Please see below further information on offering spaces.

**Stage 2:** Visit to the nursery setting. Completion of the Enrolment Form alongside payment of a Registration fee and Deposit. Once a space has arisen at the nursery setting you will be contacted by the Nursery Manager. You will be offered the opportunity to visit the nursery setting and to discuss your childcare needs in more detail. Once you have decided to send your child to the nursery, you will be required to complete and sign an Enrolment Form and agree to this Parent Contract and Terms and Conditions. A deposit payment of £100.00 is requested if the nursery space is more than three months' time. This deposit is refunded to you in full on your first month's invoice. As part of the registration Fee, two items of uniform will be provided to your child when they start.

If you have been offered a Fully Funded Early Years Education Space a Deposit and Registration fee is not charged.

**Stage 3:** Software Enrolment and Settling in Process.

During this final stage you will be enrolled onto our nursery software system where your information from both the Admissions Form and Enrolment form will be collated. Please ensure you update your child's platform to include information prior to starting. Please continue to update this with any changes during your time at Bardfield Montessori. Stage 3 will also be an opportunity to visit the nursery again, after arranging visits with your child's keyworker via telephone, during this visit you will need to provide your child's original birth certificate for proof of DOB. As part of the registration Fee, two items of uniform will be provided to your child when they start.

- 2) Fees are payable monthly before or on the 1<sup>st</sup> of each month by BACS, Tax Free Childcare and/or Childcare Voucher Schemes. For further information visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and our information below.
- 3) Fees are calculated according to the current schedule of fees. A late payment penalty charge of £50.00 will be applied at our discretion. We advise all families that if they are having financial difficulty to contact us to discuss affordability of fees.
- 4) On joining and leaving Bardfield Montessori, fees for part months will be charged at the standard rate and on actual attendance. One month's notice, commencing from the 1<sup>st</sup> of each month is required to alter the pattern of attendance or on closing a child's place.
- 5) Opening times are 7:30 a.m until 6:00 p.m. Children will not be accepted before their prebooked session time. A late collection penalty is charge of £15.00 will be applied at our discretion.

- 6) Fees for children in receipt of government funding are stretched across each term (4 months). This also allows for funding to be allocated correctly and fairly within each term. Fees for children not in receipt of government funding are stretched over the full 51 weeks/ 12 months. An allowance of one week at full rate will be made for Christmas Eve to New Year, when Bardfield Montessori is closed.
- 7) Fees/ Extra Service Charge are fully inclusive of highly qualified staff, Forest School education, off site trips, high vis jackets, waterproof suits, sun hats, bedding, breakfast, snack, lunch with pudding, tea with pudding, drinks including water and milk, milk alternatives ie soya, oat or coconut, toiletries, nappies, wipes, creams, online software platform, activities and resources.  
  
Fees/ Extra Service Charge includes a supplement for Montessori Education. This includes trained and qualified Montessori Teaching staff, Montessori accredited nursery, Montessori equipment and resources. This also enables us to offer a more favourable staff to child ratio than the industry standard.
- 8) Fees will remain payable during any period of closure due to reasons or forces beyond our control such as extreme weather, loss of heating, lighting, fire or flood and non-admittance of the child for any reason.
- 9) A minimum of one months' notice will be given to all families prior to any increase of fees.
- 10) We accept funding for 2-, 3- and 4-year-olds, Early Years Entitlement (15 hours) and Extended Early Years Education Entitlement (30 hours). We accept the arrangement of split funding, whereby parents may choose to use their funding allowance in one or two settings.
- 11) All childcare spaces at Barfield Montessori are subject to occupancy as we have ratio and space requirements.
- 12) A full-time discount is given to those children attending 5 sessions per week, all year round. These sessions can include School Days and/or All Days.
- 13) Extra sessions attended will be invoiced accordingly and payment will be required at the first of each month and will be charged at the standard fee rate plus an administrative cost of £2.50.
- 14) A minimum pattern of attendance is required, each child must attend a minimum of x2 sessions per week (15 hours) to secure a space.

## Tax Free Childcare & Voucher Payment Information

If you're a working parent with children under 12 (or under 17 for disabled children), you can open an online account to pay for registered childcare.

The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child – that's up to £1,000 every three months.

Parents entering the scheme are required to open an online childcare account which they use to pay us directly for childcare. Payments work just as they do through an online bank account. Each payment is accompanied by a reference number for each child so you can identify their payments. Please inform the nursery if you intend to pay via this method so we can easily identify your payments. For more information or to register for an account please visit:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Voucher Information

Parents may wish to make payments using their employer's childcare voucher scheme, please inform us of the childcare voucher scheme you wish to use, and we can provide you with the account details and set up any new registrations that are needed.

When applying for vouchers please use our account information below.

Bardfield Montessori Day Nursery Ltd

Sort Code: 30-97-24

Account Number: 57321668

Please ensure your child's name is quoted as the reference so we can easily identify your payment.

## Early Years Government Funding Information

### Universal 15 Hours Funding

All 3-year-old children are eligible for the Universal publicly funded early education childcare, of 15 hours per week for 38 weeks per year (school terms). Children become eligible at the beginning of the term after their 3<sup>rd</sup> birthday - i.e.: September, January, or April.

### Extended – Additional 15 Hours Funding (30 hours)

Children may also be eligible for Extended funding 15 hours, therefore totalling 30 hours per week for 38 weeks per year. To qualify they must reach the following criteria:

- Parents must be working and earning the equivalent of 16 hours per week at National Minimum Wage. In two parent families both parents must be working, in single parent families, the parent must be working.
- Families are not required to meet the minimum earnings criteria if both are employed but one or both parents are temporarily not working due to being on parental, maternity/paternity, adoption leave, SSP or if the parent is employed but their partner either has substantial caring responsibilities or is disabled or incapacitated. This is dependent on one parent being entitled to specific disability or caring benefits.
- If either parent individually expects to earn over £100,000 per year, the child will not be eligible for the extended hours.

### Two-Year-Old Funding (15 hours)

Some two-year-olds are entitled to receive 15 hours funded early education, per week for the term after they turn two until the term after their third birthday. Any eligible children can access funding once the family's application has received approval from Essex County Council.

### Fully Funded Early Years Education Place (15 hours / 30 hours)

If your child is eligible for FEEE funding and you are unable to afford the extra service charge, please tick the box on the admissions form for a Fully Funded Place. Families who are accepted on a FEEE funded only place are exempt from paying the service charge.

Parents/carers must however pay for any hours their child attends over their FEEE funding entitlement.

### Administering Your Hours

#### Year-Round (Stretched) Funding

Settings that provide care all year round are permitted to offer 'Stretched Funded Hours' this means we can deliver funded hours over 51 weeks, at fewer hours per week. We also provide this stretched offer over 38 weeks (term time) in line with Essex School Term dates.

#### Universal 15 hours

The total allowance of hours for the academic year is 570 (15 hours x 38 weeks per year). This is prorated for children who start with us or become eligible at any term other than September.

Current funding from September 2021 to August 2022.

Eligibility begins in:	Funded hours across the academic terms:	Weekly Funded Hours (stretched offer)	Weekly Funded Hours (Term Time Only Place)
September to December	210	52.50 hours per month	15
January to April	165	41.25 hours per month	15
May to August	195	48.75 hours per month	15

Extended 30 hours (Universal 15 hours plus additional Extended 15 hours Funding)

The total allowance of hours for the academic year is 1140 (30 hours x 38 weeks per year). This is prorated for children who start with us or become eligible at any term other than September.

Eligibility begins in:	Funded hours across the academic terms:	Weekly Funded Hours (stretched offer)	Weekly Funded Hours (Term Time Only Place)
September to December	420	105 hours per month	30
January to April	330	82.50 hours per month	30
May to August	390	97.50 hours per month	30

### Funding Eligibility Dates

Please see below details on when your child will begin their funding eligibility.

If your child is born between:	They are eligible for a place from:
1 April and 31 August	1 September following their second or third birthday until statutory school age of 5
1 September and 31 December	1 January following their second or third birthday until statutory school age of 5
1 January and 31 March	1 April following their second or third birthday until statutory school age of 5

### Essex School Term Dates 2021 to 2022 Term Dates

Autumn Term	1 <sup>st</sup> September 2021 to Friday 17 <sup>th</sup> December 2021 (Half Term Monday 25 <sup>th</sup> October to Friday 29 <sup>th</sup> October)
Spring Term	Tuesday 4 <sup>th</sup> January 2022 to Friday 1 <sup>st</sup> April 2022 (Half Term Monday 14 <sup>th</sup> February to Friday 18 <sup>th</sup> February)
Summer Term	Tuesday 19 <sup>th</sup> April 2022 to Thursday 21 <sup>st</sup> July 2022 Half Term Monday 31 <sup>st</sup> May to Friday 3 <sup>rd</sup> June)