

## Langshott Ladybirds Nursery

### Fees/Charging policy

Fees per hour : £7.80 Fee for Additional half hour daily : £4 per session

**Your child's sessions at nursery will be confirmed on receipt of a deposit of £100 (Early learning for 2 year olds funded places and places for EYPP under economic grounds will be exempt from this.) This is refundable when your child has attended the nursery for the first three weeks of the term.**

#### Terms of payment by invoice :

Payment is due on the first day of term, paid termly or half termly by cash, bank transfer, childcare vouchers, or cheque (payable to Langshott Ladybirds Nursery).

Weekly payments are only accepted by agreement with the nursery manager.

Fees overdue by more than two weeks will have a 10% surcharge levied to cover administration costs.

**Bank transfer:** When paying by bank transfer please inform the nursery manager by email when you make a payment stating the date, amount and reference. Account No : 57233089, Sort code : 09-01-55 Langshott Ladybirds Nursery

**Childcare vouchers :** When paying with childcare vouchers please inform the nursery manager in writing each time you generate a payment. Please state the date and amount paid and, if possible a reference number. Email should be sent to [info@langshott-ladybirds.co.uk](mailto:info@langshott-ladybirds.co.uk)

#### Parents who's children are in receipt of Universal Free Early Education for 3 and 4 year old's

Your child receives free entitlement over the academic year of 38 weeks for a maximum of 15 hours per week, beginning at the start of the term following their 3<sup>rd</sup> birthday. There is nothing further to pay for hours between 08:30 and 14:30 daily. **You will be asked to complete a registration and declaration form to enable the nursery to make the claim.**

#### Parents who are eligible for EARLY LEARNING FOR 2 Yr old's

You will need to complete the form at [Early Learning for 2 year olds funding](#) prior to applying for a place, the nursery upon receipt of the signed permission section of the funding declaration form will check eligibility via the Surrey funding portal before offering a place to your child. Your child receives full entitlement over the academic year of 38 weeks for a maximum of 15 hours. There is nothing further to pay between the hours of 08:30 and 14:30 daily

#### For parents who are entitled to 30 hours of working parent free entitlement

You will need to register for an account on the government website and then provide the nursery with your eligibility code, after receiving a signed permission form the nursery will check your eligibility code on the funding portal before offering a place.

Your child receives full entitlement over the academic year of 38 weeks for a maximum of 15 or 30 hours. There is nothing further to pay between the hours of 08:30 and 14:30 daily. **Parents are responsible for obtaining an eligibility code prior to taking up a place at Ladybirds. Parents failing to produce their number and completed registration form by the required date for the term they wish to claim or parents who have not re confirmed their eligibility or are no longer entitled to funding will receive an invoice for outstanding fees payable. Parents are required to notify the nursery immediately of any changes to their circumstances which may affect their entitlement.**

**Additional half hour from 14:30 to 15:00** charged at £4 per session. This is not part of the Free Entitlement offer and there is no requirement to take up this additional time as part of our offer.

**Unexpected absence** : Should a child be absent from nursery for any reason during term time, full fees are payable in order to maintain the space for the child. If the parent is in receipt of funding, the nursery will contact SCC after 2 weeks absence and their funding may be withdrawn by SCC, in this instance the nursery will charge for any sessions not covered by the funding at our current hourly rate. More information about unexplained absences can be found in our non attendance policy.

**Holidays** : Full fees are payable if holiday is taken during term time. Forms to notify the nursery of a parent taking a child out of the nursery for a family holiday are available in the nursery. Holidays of more than 14 days will be notified to the local authority funding team.

**PLEASE BE AWARE – we can only claim for children once they attend their first session at nursery at the beginning of each term, therefore, if you take an extended holiday at the beginning of a term the nursery will need to invoice for these hours as they will not be funded by the local authority and therefore fall outside of your funded entitlement.**

**Settling period** : Full fees are payable for reserved sessions throughout the settling period.

**Sickness** : Full fees are payable if a child is ill, in instances of prolonged, serious illness, the management committee may consider each case individually. Absence of a child should be notified to the nursery by the parent on the first day of absence and their funding may be withdrawn by SCC, in this instance the nursery will charge for any sessions not covered by the funding at a rate of £7.80 per hour.

**Late collection**: Persistent late collection of children will result in a charge of £5 per 15 minutes to cover the costs.

**Unexpected closure**: In the unlikely event that the nursery has to close due to unforeseen circumstances fees will still be payable.

**Notice** : The period of notice is one term in writing or one term's fees in lieu of notice.

**Langshott Ladybirds Nursery does not provide flexible sessions, your child may only attend on their allocated sessions.**

**Parent/carers are required to inform nursery of any absence by telephone on the first day of absence, and all subsequent days unless a return date is provided. If we are unable to contact parents/carers by telephone the nursery will try to make contact via emergency contacts, if no contact has been made after two weeks advice from the local authority C-Spa will be obtained (in the instance of a child already known to the local authority the child's social worker will be informed as per pre-arranged timeframes).**

**A copy of the provider agreement we have with Surrey County Council is available for parents/carers to view on request.**

Details are correct as of APRIL 2026. (The Management Committee reserve the right to change the above information).