



# Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ  
01932 355322

Company Director / Nursery Manager  
**Suzanne Filson** BA (Hons) / EYPS  
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager  
**Andi Hart** Assoc. CIPD MIPA  
admin@roundandroundthegardens.co.uk

## Fees Policy

At Round and Round the Gardens we wish to make our invoicing as transparent as possible and in this respect we believe our invoices are easy to understand and do prevent any confusion. However, you are welcome to ask a question at any time.

We invoice parents for full sessions. Each session has a set monetary value.

Prices as of January 2018

### Bumblebees & Ladybirds

8am to 6pm	£61.00
8am to 1pm	£39.00
9am to 1pm	£32.00
1pm to 5pm	£31.00
1pm to 6pm	£38.00

### Dragonflies

8am to 6pm	£59.00
8am to 1pm	£36.00
9am to 1pm	£31.00
1pm to 5pm	£29.50
1pm to 6pm	£35.50

A weekly rate is calculated as a total, then multiplied by 51 weeks and then equally divided by 12 months. This then equates to a regular monthly fee. We as a setting would strongly recommend that a standing order is set up for payment of your monthly fees.

We will allocate extra adhoc hours/sessions if available at the following price:

£8.50 per hour or the normal sessional rate.

These can be booked via telephone or email or in person, however if there is no availability, we do operate a waiting list for short notice requirements.

R&RG Childcare Ltd trading as Round and Round the Gardens Childcare:  
Registered in England number – 07609295  
Registered Office – 13 Sythwood . Woking . Surrey. GU21 3AL



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## Funding

If your child is eligible for the Early Years funding (universal) - (term after your child turns 3 years old). Eligible hours are 9am to 12pm and 1pm to 4pm – the hours surrounding these hours in our sessions are chargeable e.g. a morning or afternoon session = 3 hours funded

The eligible hours are only available for 38 weeks per year, but as a provider we equally spread across all 51 weeks, to aid our families for ease of monthly budgeting.

Here is an explanation on how the universal funding is calculated across the year.

We calculate the number of eligible hours up to a maximum of 11 hours per week, multiply by 51 weeks and divide by 12. This is then applied to your monthly fees.

If you are eligible for the additional funding '30 hours' funding, then on providing us with your unique code we can apply for funding up to a maximum of 11 hours and offer it in the same way as we do the universal funding.

## When is my child entitled to free hours?

The term after your child turns three years old:

my child turns three before 31st December - eligible from January.

my child turns three before 31st March - eligible from April.

my child turns three before 31st August - eligible from September.

Prior to these dates you will be provided with forms to complete and return to the office .



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## **When will I receive the funding?**

You will not *receive* funding - but the eligible hours funding will be applied equally across each month.

## **How many hours funding will I get?**

You will receive a maximum of 11 hours per week, for a maximum of 51 weeks per year.

## **The LEA has informed me that my eligible hours should be free?**

Yes this is correct. Nurseries/Daycare/Pre-schools have to abide by the code of practise and therefore provide 15 hours per week, for 38 weeks per year free of charge. However, those hours that are accessed outside of the eligible hours (funded eligible hours: 9am to 12pm & 1pm to 4pm) and any more than the entitlement, will be chargeable at our set rate.

## **Why do I have to sign a declaration form every term?**

This is to ensure that the correct number of hours per week is being legally claimed.

## **What if I do not return my Funding forms?**

We will be unable to claim for funding for your eligible hours and therefore all hours will be chargeable.

## **Who can I contact if I have a query regarding how the free hours/funding works?**

Andi Hart, Business Manager - 01932 355322 /  
[admin@roundandroundthegardens.co.uk](mailto:admin@roundandroundthegardens.co.uk)



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## Can I leave the setting mid-term and claim elsewhere?

No. Once you have signed a declaration form at the beginning of the term the setting will be paid for the entire term.

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Our fees are invoiced around the 20<sup>th</sup> of each month in advance of the applicable month. Our terms are that payment is received by no later than 1<sup>st</sup> of the month. If fees have not been received by the 5<sup>th</sup> of the month, then an automatic surcharge of 10% will be added to your account.

We need to be much more proactive in how we accept payments from our parents. Banks have now stopped guaranteeing cheques as of 30<sup>th</sup> June 2011, and as such have informed businesses that it would be advisable to start looking at accepting alternative methods of payment. By considering the future intention of the Board of the UK Payments Council to phase out cheques all together, and bearing in mind the costs (admin, transport, car parking) and time involved in having to pay in these methods to our bank account. We believe it is important for us to encourage a more direct and effective method of payment of fees from our parents. We are therefore, introducing a surcharge on cheque and cash payments (£5 flat rate). We believe that this is the most cost effective and efficient way forward. We of course want to offer parents a choice, but at the same time encouraging online payments. (remittance slips should still always be returned to the office). All banks now offer online or telephone banking, which is highly promoted as the way forward.

It is with regret that after investigations into the possibility of accepting Debit/Credit cards as payment, this has proved not a cost effective method for R&RG Childcare Limited to pursue at this time. We are continually researching the best way forward and will keep you up to date on any future developments.



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Our bank details are as follows:

Bank Details

Acct. Name: *R&RG Childcare Limited*

Acct No: *33279820*

Sort Code: *209758*

Address: *Barclays Bank  
Church Street East  
Woking, Surrey  
GU21 6AE*

Notice Period

Please note that if you wish to remove your child from Round and Round the Gardens then we must have a full two calendar month's notice period. Where a child leaves part way through a month then a full month's fees will still be charged e.g. if you wish your child to leave on 12<sup>th</sup> July, then the parents will still be invoiced for the whole of the July month.

If your child accesses the government free education at Round and Round the Gardens then you are unable to take the funding with you to another setting if you wish to leave during a term e.g. if your child leaves at the end of October, you will not be able to claim free education for November and December at an alternative setting. The full term's funding will be paid to Round and Round the Gardens Childcare.

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All fees are still applicable throughout sickness and holidays. This is to ensure that your child's space/sessions remain available on your child's return.

NB: we reserve the right to review our session prices at anytime – however we will endeavour to provide two months notice on changes wherever possible.

Historically we have revised prices in September or January each year, however we may have to alter this when it is deemed necessary.

NB: We reserve the right to exclude any child on non-payment of fees, until the account has been cleared.

**Dated: November 2017**

**Review: November 2018**

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