

Pricing Policy

(from the 1st of September 2022)

Session Rates (per day/hour):

Birth to Three/Birth to Three Plus	
Morning Session 9-1pm	£26.00
Afternoon Session 1-5pm	£26.00
9-5pm Session	£48.00
Full Day Care (8-6pm)	£60.00
Full Time Care (M-F, 8-6pm)	£54.00
Extra Hour (8am-9am or 5pm-6pm)	£6.50
Term Time Rate and Hourly Rate	£6.50
Breakfast Club	£4.40
Lunch	£2.30

Pre-School (3 Years+)	
Morning Session 9-1pm	£24.80
Afternoon Session 1-5pm	£24.80
9-5pm Session	£45.60
Full Day Care (8-6pm)	£57.00
Full Time Care (M-F, 8-6pm)	£51.30
Extra Hour (8am-9am or 5pm-6pm)	£6.20
Term Time Rate and Hourly Rate	£6.20
Breakfast Club	£4.25
Lunch	£2.30

Standardised Monthly Invoices:

These invoices are for children in Birth to Three and Birth to Three Plus who attend all year round.

The session amount and number of sessions per week (for example, Tuesday and Thursday) are multiplied by the average number of weeks in a month (which is 4.345). This figure is then multiplied by 12, minus 22 days (pro-rata) at 50% and then divided by 12 to reach your regular monthly payment amount. Lunches are charged per number of sessions attended in the month and therefore are not included in the standardised monthly amount but added on to the invoice separately.

An example of the monthly invoice: 2 morning sessions per week: 2 Sessions x £26.00 = £52.00 x 4.345 = £225.94 x 12 = £2711.28 - £182.00 (22 days - pro rata holiday allowance = 7 days) = £2529.28 ÷ 12 = £210.77 regular monthly payment amount.

Across the month, for example if 8 morning sessions are scheduled this would be £2.30 x 8 = £18.40

Total for the month: £210.77 + £18.40 = £229.17

Term Time Only Invoices (non-funded children):

These invoices are for children in Birth to Three and Birth to Three Plus who attend term time only but have no funding.

These invoices are generated on the number of sessions scheduled for the month and therefore each month can look very different due to the number of days in a term and school holidays. We do offer a payment plan where we will generate the invoices for the term ahead and divide the payment by the number of months in the term (normally by 3 months or 4 months) giving an equal payment amount. Lunches are added into the scheduled session and show on the invoice each week.

All Year Round Invoices (funded children):

These invoices are for children in Birth to Three Plus and Pre-School who attend term time only and have either 2-year old funding or 3 and 4-year old funding.

During term time these invoices are generated on the number of sessions scheduled for term time, with the funding applied to the invoices, to reflect the number of hours funding received, showing an amount of £0.00 on the invoice. The remainder is then charged at the hourly rate. Funding is only scheduled between 9am and 4pm.

During the school holidays, sessions revert to the full day rates, giving a day charge. Where a scheduled session is a bank holiday or nursery closure, fees are reduced to 50% to reflect the holiday allowance (up to 22 days pro-rata) as in the standardised monthly amounts.

Each month can look very different due to the number of days in a term and school holidays. We do offer a payment plan where we will generate the invoices for the term ahead and divide the payment by the number of months in the term (normally by 3 months, 4 months or 5 months) giving an equal payment amount.

Due to the six-week summer holiday, the Summer Term always is the largest payment amount.

Lunches are added into the scheduled session and show on the invoice each week.

Children who are only entitled to 15-hours universal funding or 2-year-old funding will only be able to do either 9am-12pm or 1pm-4pm daily.

Funding will only be applied from 9am-4pm to funded children who are entitled up to 30-hours extended funding in Pre-School.

Term Time Only Invoices (funded children):

These invoices are for children in Birth to Three Plus and Pre-School who attend term time only and have either 2-year old funding or 3 and 4-year old funding.

These invoices are generated on the number of sessions scheduled for the month and therefore each month can look very different due to the number of days in a term and school holidays. Funding is applied to the invoices, to reflect the number of hour funding received, showing an amount of £0.00 on the invoice. The remainder is then charged at the hourly rate. Funding is only scheduled between 9am and 4pm. We do offer a payment plan where we will generate the invoices for the term ahead and divide the payment by the number of months in the term (normally by 3 months or 4 months) giving an equal payment amount.

Lunches are added into the scheduled session and show on the invoice each week.

Children who are only entitled to 15-hours universal funding or 2-year-old funding will only be able to do either 9am-12pm or 1pm-4pm daily.

Funding will only be applied from 9am-4pm to funded children who are entitled up to 30-hours extended funding in Pre-School.

Payment of Fees:

Fees where possible should be paid by internet bank transfer (BACS), using your child's name as the reference, the Government Gateway Account (please inform us of the reference given) or by Debit/Credit card either over the phone or in the office.

Sibling Discount:

We offer a sibling discount of 10% which is applied to the elder child's invoice. A discount will not be applied to lunches, breakfast club or to funded care.

Drop Off and Collection:

Keep Guard Day Nursery plans the staffing levels required throughout the day to maintain ratios. We therefore ask that you do not drop off your child before the agreed time as we will not have the required number of staff to meet the ratios and this may invalidate our insurance.

We ask that you collect your child on or before the agreed time as staffing levels again have been planned for to maintain our ratios. Keep Guard Day Nursery reserves the right to charge a late collection fee of £5 per 15 minutes; this will be sent through as a 'Late Collection' Invoice. If lateness becomes an ongoing issue then we may consider the need to terminate your contract.

Absences and Closures:

Due to having planned staff levels to maintain ratios, Keep Guard Day Nursery will not make refunds on occasions where your child is sick or absent, this includes family holidays. If your child is unwell, please contact us through eyLog or the phone on the day of absence.

In the event of adverse weather conditions, if the setting is open and operating normally, fees will be charged regardless of whether you decide to keep your child at home.

Keep Guard Day Nursery is closed for all Bank Holidays and a further 14 days across the school holidays. These dates will be shared each year to allow plenty of time to book relevant annual leave. Fees have been calculated with these closures in mind, giving up to 22 days pro-rata at 50% fees.

If you choose to take your child on holiday while the setting is open, fees will not be subsidised or reduced to reflect this.

Late Payment of Fees:

Fees are due in advance on the 28th of each month, where fees are consistently paid late; a 10% charge will be applied to the invoice. Where there is consistently non-payment of fees or late payments received, then we may consider the need to terminate your contract.

For parents/carers using The Government Gateway Account or Voucher Schemes, it is your responsibility to ensure your payment has been authorised on each month, where fees are consistently paid late through these schemes; a 10% charge will be applied to the invoice.

Registration Charge:

A non-refundable registration charge is payable to the nursery to secure the registration process. **The charge is £50.** You will receive an invoice via eyMan to show this has been paid.

If your child is only attending for funded care, a registration payment is not applicable and is not able to be charged for under the guidelines of Bedford Borough Council.

Holding Spaces:

If Keep Guard Day Nursery are holding a space for your child for over 6 months, a part payment to secure this place further will be required. This will be 50% of the initial invoice and used to credit your first invoice but not refunded if you change sessions/days/start date or cancel your child's space all together. You will receive this invoice via eyMan and it will need to be paid to secure the space fully.