



Fee Structure

Dear parent and carers, please find attached information on our Fees, fee structure and terms and conditions.

Children are encouraged to wear nursery uniform. A poloshirt and sweatshirt with the nursery logo is available at the nursery. We also have a Draw string bag available for purchase:

Polo shirt: £12.99

Sweatshirt:£19.99

Draw string bag:£9.99

Fees: £85 Per day for children

£55 half day for children

(Please contact the nursery for a full fee breakdown)

There is a registration fee of £150.00 payable on acceptance of a place (this is non refundable)

1. A deposit of £781.30, equivalent to two weeks fees is payable in advance before the agreed start date. The deposit is fully refundable only on receipt of 30 days written notice to terminate your child's place. The deposit will be refunded to parent on the child's last day in the nursery. However, should you cancel your child's place before the agreed start date then this deposit will NOT be refunded. We are not able to postpone the start date of a confirmed place except on medical grounds with medical certificate as proof. Fees will become due from the confirmed start date.
2. Full day attendance is 8am to 6.00pm
3. Morning half day attendance is 8am to 1:00pm
4. Afternoon half day attendance is 1.00pm to 6pm
5. Parents will be charged a late fee if they do not collect their child on time. The charge will be £1 per minute.

6. Fees include: For all children, Art, Yoga, Dance Music and language lessons (to be confirmed). For full-day children, breakfast, lunch, Dinner, snacks and drinks. For part-time children attending morning session, breakfast, lunch, snacks and drinks. For part-time children attending afternoon session, Dinner, snacks and drinks. Parents of babies are required to supply disposable nappies, wipes and formula milk. Visits and trips are extra.
 7. Fees are payable during nursery closure, staff training days, public holidays and when your child is absent.
 8. Fees are payable weekly or monthly in advance on the first day of each week / month preferably by direct bank transfer, standing order, cheques or nursery vouchers.
 9. We have a limited amount of spaces for the Free Early Learning Entitlement scheme, which entitles eligible two, three and four year old children to 15 hours of free nursery attendance, which may be taken over 50. Eligible 2, 3 and 4 year olds attending over 15 hours per week will be entitled to a reduction in their weekly or monthly fees taking the entitlement into account as shown on the fee schedule. Your child would normally be entitled to the grant in the term following their second or third birthday.
 10. Fee changes due to birthday will be implemented in the month following the month in which the birthday occurred.
 11. Fees not paid on the due date will attract a levy of £20 per week for every week overdue. Deposit will be forfeited and child's place terminated after 14 days of non- payment of fees.
 12. For unpaid cheques and unpaid standing order, there will be an administrative charge of £15 payable by the parent.
 13. Parents are required to give at least 6 weeks written notice if they wish to terminate their child's place or reduce their child's sessions. Fees must be paid in full for the notice period.
 14. Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.
 15. The nursery is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The nursery will give parents and carers two months notice of increase of fees which will normally be reviewed in April
 16. The nursery reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.
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Privacy Notice

The categories of children information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, relevant medical information)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's development information
- Information about any special educational need
- Parental information (such as name, date of birth, address, email address, NI number)

Please ensure that the information we collect, hold and share is accurate by informing us of any changes.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress, both internally and to Cambridgeshire County Council
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we process this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

Collecting pupil information

Whilst the majority of pupil information you provide to us is statutory, some of it is provided to us on a voluntary basis. In order to comply with the General Data

Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We will keep all information secure, protecting against unauthorised change, damage, loss or theft. All information collected in paper format is kept in lockable storage and our computer and tablets are password protected. We hold pupil data for the record retention periods as specified by Cambridgeshire County Council after which it is disposed of securely.

Why we share children information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's file,

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the nursery manager.

