



Sandringham Daycare Charging and Remissions Policy

November 2020

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Opening hours

Sandringham Daycare will be open from 8am to 6pm weekdays throughout the term time year. Closures for Daycare are as follows (dates may vary - please check the calendar for the dates):

One week in October	Two weeks in December	One week in February
Two weeks in April	One week in May - June	Six weeks in August

Daycare will also be closed on bank holidays that are out of the term time holidays.

There are an additional 4 closure days throughout the year; 2 parent consultation days and 2 for staff training and room maintenance.

Fee Structure

8am-6pm	Monthly cost 1-2 years old	Monthly cost 2-3 years old	Monthly cost 3-5 years old
5 days- Term Time only	£1055	£850	£430 (if entitled to 30hrs free entitlement) £750 (if not entitled to free entitlement)
3 days	£740	£595	Buy in at £60 per day non discountable
2 days	£530	£425	Buy in at £60 per day non discountable

All fees are to be paid monthly for 12 months. Payments will be collected on the 1st of each month and will cover the monthly period.

Sandringham staff employees are entitled to a 20% discount for children under 3 years old.

Priority will be given to staff at Sandringham Primary School children taking full time places. Part time places are not guaranteed and will only be considered depending on spaces and circumstances.

Deposit

Two weeks fees are payable in advance (refundable when your child leaves having given **6 weeks written notice**)

Sickness	Full Charge
Holidays	Full Charge

Late Collection Payment

Late Collection £25.00 for each 15 minutes you are late in collecting your child after 6pm. This goes directly towards the cost of staff (daycare and site supervisor) overtime and is added to your next month's invoice.

1-15 minutes late	£25
16-30 minutes late	£50
And so on, £25 every additional 15 minutes late	+£25

Grants & Vouchers

If your child is 3 or older they are automatically entitled to a certain % of their childcare free of charge. This allowance has been included in the fee structure above. If you have been using your NEG3 entitlement in another provision, please notify us when you register.

We do accept Childcare Vouchers so please speak to our staff if you wish to use these towards the cost of your childcare.

Unforeseen closures

If the provision has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 5 days in duration (excluding any days the Daycare would otherwise be closed) we will credit you with an amount that represents the number of days the Daycare is closed in excess of those 5 days. However, the school reserves the right to take into consideration the continuation of payment given the nature of the circumstance for longer periods of unforeseen closure.