



Sandringham Daycare Charging and Remissions Policy

March 2025

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8 - Fees and Hours

Opening times

Sandringham Daycare is open from 8am to 6pm weekdays throughout the term time year. Closures for Daycare are as follows:

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 outside of the term time holidays.

There are additional closures throughout the year; 1 day for staff training and 3 early closures for parent consultations. Please note that dates may vary. Please check the current year's Daycare calendar on the school website for specific dates.

Fee Structure

<h1 style="text-align: center;">Daycare Fees</h1> <p style="text-align: center;">Effective from September 2025</p>			
8am - 6pm Term time only	Monthly cost 1-2 years old	Monthly cost 2 – 3 years old	Monthly cost 3-5 years old
	<i>(Please note that the fees change the term after your child turns 2) 8am to 2pm free with funding entitlement</i>	<i>(Please note that the 30 hour funding begins the term after your child turns 2) 8am to 2pm free with funding entitlement</i>	<i>(Please note that the 30 hour funding begins the term after your child turns 3) 8am to 2pm free with funding entitlement</i>
5 days	£2250 Families without 30 hr eligibility £900 Families with 30 hr eligibility Parents pay £720 via tax free childcare	£1585 Families without 30 hr eligibility £710 Families with 30 hr eligibility Parents pay £568 via tax free childcare	£1000 Families with 15 hr eligibility £550 Families with 30 hr eligibility Parents pay £440 via tax free childcare

3 days	£1350 Families without 30 hr eligibility	£950 Families without 30 hr eligibility	£595 8am-6pm Families with 15hr (using 9 hrs) eligibility
	£540 Families with 30 hr eligibility (18 hours used) Parents pay £432 via tax free childcare	£425 Families with 30 hr eligibility (18 hours used) Parents pay £340 via tax free childcare	£330 Families with 30 hr eligibility (18 hours used) Parents pay £264 via tax free childcare

- We do not charge for Snacks/Breakfast and Enrichment activities
- You must sign your contract and pay a 25% non refundable deposit to Sandringham daycare within one week of receiving your contract. When your child starts we will deduct this amount from the first payment/invoice. In all other circumstances the deposit is non refundable.
- All fees are to be paid monthly for 12 months. If for any reason your child leaves the setting during the last term, payments will still need to be made up until the end of the term.
- Notice period is restricted to term time only. If for any reason you wish to end your contract, the notice period will apply for 6 weeks excluding school holidays.
- Payments will be collected on the 15th of each month and will cover the following monthly period.
- Under circumstances where staff families are not eligible for fundings, please contact the SBL for further information with regards to fees
- We are linked to Tax free childcare, which entitles all parents who are eligible to receive a 20% discount.

Our core offer including private paid hours

Option	Offer of days 8am-6pm				
1 - Five days	Monday	Tuesday	Wednesday	Thursday	Friday
2 -Three days week-start	Monday	Tuesday	Wednesday	Thursday	Friday
3 - Three days week-end	Monday	Tuesday	Wednesday	Thursday	Friday

Families can apply for one of the following arrangements of days coloured in blue. We do not offer any other combinations of days. Please note that children 3 years old and over can only access the 5 day and 3 day offers.

Government Funding

Sandringham Daycare offers spaces for working families with children who meet the criteria for funded childcare.

Our funded childcare hours run from 8am-2pm Monday - Friday with limited packages available. Part of all of a child's funded 30 hours can be used within these timings only. Outside these times there are private paid hours charged as per the fee structure above. Families who believe they may be eligible

should complete their application for funding via their government childcare account before applying for a place with us. Families must share their entitlement code with us as soon as they get it and must take responsibility for maintaining the integrity of the code by engaging with the re-eligibility update on their account every 3 months. Families who do not inform us of change of circumstances or who lose their eligibility risk loss of their child's place or charges to maintain their place. If you have been using an entitlement in another provision, please notify us when you register. If you wish to share your allowance between us and another setting, please notify us when you register.

The most up to date guidance and information on government funded childcare offers for working families can be found [here](#) on the Government website.

Please note, government funding offers are subject to change outside of our contracted agreement of 4 months notice of changes to charging and remissions. In these cases, we will endeavour to give families as much notice as possible.

Grants & Vouchers

Most children are entitled to 15 or 30 hours of their childcare free of charge. This is dependent on their age and the current government offer of funded hours.

This allowance has been included in the fee structure above.

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

The most up to date guidance and information on Tax Free childcare can be found [here](#).

Sandringham Daycare is listed as shown below on a government tax free childcare account. Please ensure you make the right selection for your payment plan.

- Sandringham Daycare - Sandringham Primary School, Sandringham Road, London, E78ED
- Sandringham Day Nursery - Sandringham Nursery, 16 Sandringham Road, Cardiff, CF235BJ
- Sandringham Primary School - Sandringham Road, Doncaster, DN25LS
- Sandringham and West Newton Church of England Primary Academy - School Road, West Newton, King's Lynn, PE316AX
- Sandringham Primary School - Sandringham Road, London, E78ED
- Sandringham Pre-school - St. Marys Church Hall, Sandringham Drive, WELLING, DA163QU
- Sandringham Infant & Nursery Academy - Sandringham Way, Paddock Hill Estate, Frimley, GU169YF
- Sandringham School - The Ridgeway, St Albans, AL49NX
- Premier@Sandringham - Sandringham Primary School, Sandringham Road, London, E78ED

Deposit

25% of the first month's payment is payable as a deposit upon receiving a copy of your contract. This must be paid to the school within one week of receipt of your contract via BACS. The reimbursement of the deposit will be reflected in your first month's invoice. In instances of breach of contract when deposits have already been paid, the deposit is non refundable.

Sickness Full Charge
Holidays Full Charge

Late Collection Payment

We politely request that you are timely in your collections to allow staff to leave promptly at the end of their shift. There is a late Collection charge of £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.

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

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.