

Terms and Conditions - February 2024

We can confirm your offer of a place once you have completed a Booking Form, provided ID & made the payment of our registration fee of £65.00 per family.

- We are only able to hold places open for 3 days from the date of offer.
- For continuity for your child, we recommend a minimum of 2 days per week.
- The fees for your first month are payable 2 months before the start date, so a child starting in September the fee is due by the 1st July

FUNDING: Anglia Sunshine Nurseries offers funding in accordance with the most recent Suffolk County Council's guidance, for children from the term following their 3rd birthday. We support 2-year-old funding if presented with a golden ticket or code. Subsidised funded places will only be guaranteed once we have received and validated your code. All places are offered subject to availability.

Government funding is intended to deliver 15 - 30 hours a week of free, high quality flexible childcare. It is not intended to cover the cost of food, other consumables, additional hours, or additional activities. Parents can therefore expect to pay for any food, consumables, and additional activities. The Department for Education (DfE).

<p style="text-align: center;">Sessions</p> <p style="text-align: center;">Subject to Availability</p>	<p style="text-align: center;">Children aged under 3</p> <p style="text-align: center;">Includes all meals and snacks</p>	<p style="text-align: center;">From the month after a child turns 3 years old</p> <p style="text-align: center;">Includes all meals and snacks</p>	<p style="text-align: center;">For over 2 years Funded Places.</p> <p style="text-align: center;">The Daily Charges made for consumables and activities for each session.</p> <p style="text-align: center;"><i>NB: Funded Sessions can only be changed at the end of each term.</i></p>
<p>Any Additional Hours <i>we require 24 hours' notice for any additional hours - to ensure staffing levels are maintained.</i> <i>Additional hours are subject to availability.</i></p>	£10.85	£10.85	£10.85 For all additional or non - funded hours
<p>Full Day 8.00am – 6.00pm</p>	£71.05	£66.45	£24.50
<p>Short Day 8.00am – 3.30pm</p>	£63.70	£62.90	£23.50
<p>Half Day – 5 hours 8.00am - 1.00pm or 1.00pm – 6.00pm</p>	£49.25	£45.55	£21.50

- If you are entitled to the universal 15 hours or the extended 30 hours, these can be stretched over the full year. You can use all those hours with Anglia Sunshine Nurseries or in partnership with us and another provider. You will need to nominate the universal or extended provider to enable all providers to process the claims and only claim up to your agreed entitlement.

- II. All fees are payable by standing order, credit card, bank transfer and/or Childcare Vouchers, and must be received by 1st of each month, in advance for the following month's fees.
For example, August fees invoiced in July must be received by 1st August.
- III. Funded Fees are normally calculated over 38 weeks of the year - with the additional 14 weeks being charged on our normal terms of business or the funding can be stretched over 51 weeks.
- IV. The Nursery will be closed for Christmas week and all Bank Holidays (As staff are still paid - full fees/funding will be applicable).
- V. We have a very restricted number of term time only places available in the pre-school only. Though we do charge a retainer for holidays of 50% of the fee or a minimum 2 days per week.
- VI. There are limited funded places available that are free at the point of entry available on request and subject to availability, please speak to the Manager.
- VII. No discounts will be given for holidays or Bank holidays or quarantine periods. Fees are still payable if your child is off sick from nursery. For operational purposes, we require written or email notice of holidays or non-attendance.
- VIII. Full paying Fees include freshly prepared meals, snacks, drinks (excluding formula milk) as well as all additional activities and consumables. These are all charged for within the daily fee for all funded places.
- IX. We ask you to bring nappies. Sun cream and any special nappy cream will also need to be supplied for your child.
- X. **Due to strict child: staff ratio's, it is important to keep to your child's session times. Parents and carers who collect their child late or drop off earlier than the start of their session will be charged £15.00 for the first 15 minutes or part thereof. Thereafter it is £5.00 for every additional 5 minutes or part thereof.**
- XI. Any extra sessions or days booked will be invoiced separately, and can be paid for by cash, credit card or bank transfer.
- XII. **A late payment charge of £50.00 will automatically be added to your account on the 2nd of the month if fees have not been received. If fees remain outstanding there after your Childs place will be withdrawn until your account is settled – the place can then be reinstated subject to there being availability.**
- XIII. A new Registration Form will be required if you wish to confirm a further place for siblings, though there is no registration fee to pay.
- XIV. We require a full months' notice of termination in writing, otherwise full fees will be charged.
- XV. Fees are reviewed regularly, and any changes will be notified with 1 month's written notice.



- XVI. We work hard to ensure that we have a great team at Anglia Sunshine Nurseries and on occasion that has led to families offering employment to members of our team, if this were to happen, we charge a £5,000 introduction fee to cover our recruitment and training costs.



Anglia Sunshine Nurseries, 8 Warner Way,
Chilton Industrial Estate, Sudbury, Suffolk. CO10 2GG.
www.angliasunshinenurseries.co.uk
Companies House Number: 7060969

