



Charity Number 1036832
Reviewed August 2017
Naval Under Fives

CHARGING

PRE-SCHOOLS ONLY (over 3's only)

The current fees are as follows:

FIRST CHILD	£3.65	per hour
SECOND CHILD (If attending same session)	£1.83	per hour
THIRD CHILD (If attending same session)	FREE	This does not apply to the Under Three's

UNDER THREE'S ONLY

The current fees are as follows:

FIRST CHILD	£3.75	per hour
SECOND CHILD	£3.75	per hour

If two or more children from the same family are attending the same session, the Second child attends for half the fee of the First child and the Third child etc hours will be free. When the First child starts receiving the Government Funding from the Local Educational Authorities, the Second child will be charged the normal hourly rate, with the Third child being charge half the Sessional rate etc. These fee concessions **DO NOT** apply to the Under Three's, Twins, Triplets etc. (Unless there is a special circumstance, this will be authorised by the Office).

Non-attendance without informing the Manager/Deputy will result in your child's name being removed from the register after two weeks.

Full fees must be paid for all allocated sessions. Payment must be made in advance, weekly, monthly, half termly or termly. Cheques are to be made payable to 'NAVAL UNDER FIVES', and any alterations to cheques must be signed with a full signature – not initials. After a returned cheque, we will ask that future fees be paid in cash. NUF also accept various childcare vouchers, ask the Setting's Manager for details, Parents/Carers can also do a Bank Transfer, ask your child's Setting for NUF bank details.

Government funding is paid through the Local Education Authority (LEA) to the Pre-school and covers 195 days of the Academic year. There will be no extra Fees charged unless your child is attending 'Full Day Care', or exceeds their 15/30-hour entitlement.

If your child is unwell, the full fees will be charged in order to secure your child's place. Fees are not charged for any period that your child is in hospital providing a week's notice has been given. If your child is suffering from an infectious disease, please ensure that they are clear before returning to the group. If your child has suffered from sickness and diarrhoea, **DO NOT** returns the child for **48 HOURS** from the time of the last bout of sickness. This will restrict the spread of illness to other children and Staff members.

If your child has had head lice, this must be treated.



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Pre-school Name _____

Phone No. _____

Opening Hours am _____ Monday to Friday
 pm _____ _____

Manager _____

Deputy _____

Staff _____

Staff _____

Key Person _____

CLOTHING

Old or 'play' clothes are advised, although we do provide aprons for 'messy' activities, such as Painting, Gluing, and Water etc. NUF does not except responsibility for damages to clothing. Your Child will be encouraged to participate in all the activities as part of the learning progress. This will include the outside area, as 30 minutes a day is an Ofsted requirement, weather and circumstances permitting.

Please ensure that clothing is easily removed by your child as we encourage children to attend to themselves in the toilet.

We require that you make sure your child's footwear is clean and free from mud, dog mess etc. As where most of the Settings now provide 'Continuous Provision' if the Child arrives into the Setting with dirty footwear this can be brought into the Setting and cause problems when the children play on the floor. Any adults entering the play area, the same rule will apply, and you may request the use of blue overshoes, which can be provided – or remove their shoes.

Please name all your child's shoes and outdoor clothing. Any clothing provided by the group, should be washed and returned promptly. Donations of outgrown clothing are always appreciated along with Wellington Boots.

Parents are requested not to send their child wearing jewellery as this can become lost or broken. If earrings are worn, these **MUST** be studs only in order to prevent injury. Necklaces are also unsuitable and may cause injury. If your child does wear jewellery and earrings, Naval Under Fives will not accept responsibility for any damage, loss or injury.