

The aim of this information sheet

We know how important it is for you to understand your fees when enrolling your child at a nursery. You will find everything you need to know across the following pages but if you have any additional questions, please just ask!

General Information

- In order to make your experience as easy as possible, our fees include a school lunch, nappies and wipes. Fees also include the specialist Montessori tuition and activities which are embedded into our routines and that your child will enjoy whilst in our care.
- We ask that you provide a healthy snack each day, which is shared amongst the children and is an important part of our Montessori routine.
- We are open 38 weeks per year but are closed for Bank Holidays and for up to three days per year for Staff Training. Please refer to our website for our full term dates.
- We ask that children attend at least twice a week. This enables them to get used to the Montessori routines and get to know their peers and our staff more quickly.
- Fees are chargeable for 38 weeks per year, including bank holidays and training days.
- Your invoice will contain an annual illustration of fees and funding but with a regular amount to pay each month to help you spread the cost of your childcare.
- Our fees increase annually each April, but we will inform you of the changes in advance.
- We accept both 15 and 30 hours funding. You can also use Tax-Free Childcare or Childcare Voucher schemes to make your payments alongside any funding entitlement you may have.

Funding

We provide government funded childcare as part of the [Best Start in Life](#). This funding entitles your child to attend a childcare provider and access the Early Years Foundation Stage (EYFS) curriculum.

Any entitlement you may have to funding will be for 38 weeks. 15 hours funding is an annual entitlement of 570 hours. 30 hours funding is an annual entitlement of 1140 hours.

Funding for working families is available for children from the term after they turn 9 months. Please visit the government's [Best Start in Life](#) website for further information and to check your eligibility.

If you are entitled to funding, you will need to complete an online funding form annually each April in order for us to claim the funding on your behalf. You will be able to adjust your claim each term if required.

Fees

Our monthly fees are fully inclusive of the following two elements:

- Unfunded hours: £9.60 per hour, regardless of the age of your child
- Integrated Montessori Package Fee (IMPF): £13.00 per day*

As your fees will be a regular monthly amount, we ask that you set your payments up as a Standing Order. This could be directly into our account, or as a regular payment into and out of your Tax-Free Childcare or Childcare Voucher account.

The table below details the fixed amounts that you will pay each month according to the number of times that your child attends each week as well as their funding eligibility.

Fees are payable from April to March inclusive and payments should be made as follows:

- SUMMER - April, May, June, July
- AUTUMN - August, September, October, November
- SPRING - December, January, February, March

All fees should be paid in the first two weeks of the corresponding month, reaching us no later than the 15th of each month.

** The Integrated Montessori Package Fee is payable by all unfunded children but is voluntary for those attending funded hours. If you choose to opt-out of paying this element of the fees, your child will be offered a no-frills place. Further information about no-frills places can be found in the FAQs below and further details are given in our Opting-Out Information Sheet. Please contact the Montessori Main Office and we would be pleased to send you a copy.*

Monthly fees

0830-1530	2 days	3 days	4 days	5 days
Unfunded	£507.93	£761.90	£1,015.87	£1,269.83
15 hours funding	£82.33	£305.90	£559.87	£813.83
30 hours funding	£82.33	£123.50	£164.67	£357.83

FAQs

Why are there additional charges when my child only attends funded hours?

By choosing our nursery you are choosing a specialist Montessori teaching experience for your child with specialist activities, tuition and practices as well as qualified, Montessori-trained staff. Real-life opportunities and learning experiences are embedded in our culture, ethos and daily routine and the varied activities that the children enjoy each day. Government funding is intended to deliver free, high quality childcare. It is not intended to pay for the costs of extra services, specialist activities, tuition, meals, drinks, snacks, nappies and other consumables and so the Integrated Montessori Package Fee (IMPF) enables us to offer this difference. As the IMPF is not covered by funding, it is still payable once your child becomes eligible for funding but at that point becomes voluntary. It is included in the monthly fees given in the table above but is a voluntary fee.

Do I have to pay the voluntary fee?

If our child is funded, you can of course opt-out of the IMP fee. If you choose this option, your child will be offered a *no-frills* place. This means that they will still have full access to the Early Years Foundation Scheme provision and all that is required by us to deliver this, but that that will not be entitled to any of the extras that we offer beyond the EYFS.

We are an inclusive setting and aim to offer an equitable experience to all those who attend regardless of their background or financial circumstances. Our IMP sets us apart from other settings that you may have visited but it relies on parents paying the associated charge. Whilst those attending *no-frills* places are still included in the enriched learning experiences as far as possible, there are certain limits and exclusions.

Please refer to our Opting-Out Information Sheet for further details. Kindly contact the Montessori Main Office and we would be pleased to send you a copy.

Can I opt-in to certain parts of the package?

You may choose to opt-in to any aspect of our IMP and we would be glad to discuss costs with you. Please contact the Montessori Main Office to arrange a meeting to discuss your needs.

How do I know if I am eligible for funding?

There are various types of funding available. For more information about these funding types or to apply for funding, please visit: <https://www.beststartinlife.gov.uk/>

How do I secure my child's nursery place?

Once you have been to visit the nursery, the Nursery Manager will ask you to provide your full name and email address. You will then be sent a link to our online Application Form to be completed and signed online. This form will need to be countersigned by another legal parent and so you will be asked to add their details. If your child has no other legal parent, please let us know.

You will also be asked to pay a Transition Charge of £85. This charge covers up to two settling in sessions for your child and two pieces of uniform. Upon receipt of your Application Form and Transition Charge, your form will be processed by our Montessori Main Office team and your child will be added to the waiting list.

How does your waiting list work?

Children are added to our waiting list according to the date of submission of the Application Form and payment of the Transition Charge. Places are offered according to the availability of sessions. Where possible we also try to prioritise requests from children already enrolled, staff children and siblings of children already enrolled. When other places become available, priority is given to those requesting full-time places. They will be offered to the first child on the list whose preferred start date is on or before the date that the place will become available and also whose session requirements match the availability. For this reason, it is best to give your earliest possible start date and to note any session flexibility you could accept. For further information, please refer to our Admissions Policy.

How do I make payments?

Payments can be made via standing order, bank transfer (for ad hoc charges) or Childcare Voucher or workplace schemes and Tax-Free Childcare.

Fees are payable from April to March inclusive and payments should be made in the first two weeks of the corresponding month, reaching us no later than the 15th of each month.

- SUMMER - April, May, June, July
- AUTUMN - August, September, October, November
- SPRING - December, January, February, March

Extras such as ad hoc sessions are invoiced separately and are payable within seven days.

My child will soon be eligible for funding. When will my payments reduce?

Funding is allocated term by term. For Autumn Term, the first payment at your funded rate would be in August, for the Spring Term, the first payment at your funded rate would be in December and for the Summer Term the first payment at your funded rate would be in April.

Do you offer any discounts?

We believe that our fees are fair and so we do not offer any discounts except to staff.

What are your fees for extra days?

Ad hoc sessions can be booked when space allows. They are charged at £82 per day.

What happens if I am late collecting my child?

We understand that whilst this can happen from time to time, it can be distressing for a child whose peers have all left for the day. Two members of staff will stay with your child until your arrival and keep them busy and comforted. You will be invoiced for £20 for up to the first 15 minutes and £40 for up to 30 minutes. This will be payable within 7 days.

What happens if I am late paying my fees?

We understand that there may be occasions when your fees do not reach us on time. Please communicate with us to explain the circumstances and to let us know when payment can be expected. Payments that are late without notice, or remain unpaid within one calendar month of their due date will incur a late payment fee of £50.

Can I come and look around the nursery?

You are warmly invited to visit our setting and meet our wonderful children and team. Visits are offered during the morning session and are for parents as well as your child or children.

We request that you visit with your child before making an application. This ensures that our setting and our Montessori approach is the right fit for you and your child.

Please contact the nursery directly to arrange a visit.

I still have some questions. Can you help?

We understand how important it is to choose the right setting for your child and are always glad to answer any questions you may have. Our Nursery team is often busy in the classroom and our Montessori Main Office team works flexibly so it is not always possible to reach us via telephone.

We recommend that you contact us via email in the first instance with the details of your query. However, if you would like to speak to somebody in person, please provide your telephone number so that we can call you back.

- Nursery-specific queries (daily routine equipment, menus, child progress and development):
maynard@mymontessori.org.uk
- General or financial queries (fees, funding, applications):
sarah@mymontessori.org.uk