

# Information Sheet

## Hours

Open Hours: Monday - Friday, 7:30 am - 6pm

We are open 51 weeks per year, excluding bank holidays and inset days.

We offer full year provision and term time only booking is available to children receiving government funding.

## Fees

Standard Full Day: £53

Early Morning Add-On: 7:30 – 8:00 £3.00

Fees include nappies and wet wipes, largely organic meals, and snacks. Fees are due in advance, and we issue invoices mid-month for the following month. Unfortunately there can be no refunds for sickness or holidays. Fee increases are calculated in January and are based on the previous year's running costs. These are then applied in the following terms invoice.

Minimum booking requirement: 2 full days per week

## Discounts

### Multiple Booking Discount

Days	Fee before discount	Discount	Fees
2	£106	NA	£106
3	£159	3%	£154
4	£212	4%	£203.50
5	£265	5%	£251.75

Minimum 3 days for multiple day discounts.

Discount only applicable for full fee-paying families not receiving EY funding.

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## Registration

To register for a nursery place, please send an enquiry form via the 'Get in touch' button on our website. One of our team will then book you in for an introductory call or a visit.

There is a registration fee of £50 and £25 for siblings. In some cases, **hdc** operates a waiting list. Once a place is allocated to your child, you will be required to pay your first month's fees in advance of joining to secure your place.

We encourage you to book several months in advance to hold your place. For advanced bookings, we ask for deposit of £200 (or £100 for funded places) which will be deducted from your first month's invoice.

A place will only be reserved once our finance team are in receipt of these fees.

## Waiting Lists

Availability is assessed on a termly basis, taking in to account any leavers or room moves. We will inform you if a place comes available.

If your child does not receive a place to start at the requested time, they will remain on the waiting list until a place becomes available. If you wish to be removed from our waiting list at any time we will refund your registration fee.

## Allocation

Places are offered on the basis of the following order of priority:

- A child with a sibling already at the nursery
- Full time place requests
- The date of waiting list registration

## Sessions

Minimum attendance is 2 full days. Multiple day discounts are applied on a minimum of 3 full-day bookings or its equivalent of 6 sessions a week to full fee-paying sessions.

## Funding

### Funding

All 3 and 4 year olds, in England, are entitled to free early year's education, daycare, nursery care or childcare. Since **hdc** are an approved childcare provider, we can accept your 15 hours or 30 hours free childcare depending on your eligibility. 2 year olds in certain instances are also able to receive funding. Children receiving funding are eligible for Term Time Only booking.

### Tax-Free Childcare Scheme

The Government-backed Tax-Free Childcare scheme essentially gives eligible working families 20% off childcare costs. Once you have opened an online Tax-Free Childcare account, the Government adds 20p for every 80p you pay into your Government Gateway account. You will then pay your childcare from your Gateway online account, to benefit from the government scheme.

For more information, please visit our [ADMISSIONS](#) page on our website