

Key Information Document

Hours

Our Preschool is open term time only (38 weeks)
From 8.45am to 3.15pm
Monday to Friday
Please let us know if you are interested in
Breakfast Club opened from 8.15am or After school club

Sessions and club

Our sessions are divided into Morning Session, Afternoon Session and All Day Sessions.

Your child must do a minimum of 2 sessions per week.

Ad hoc sessions will only be available if we are able to accommodate your request and will be invoiced as standard fee.

Morning Session	8.45 am to 11.45am
Afternoon Session	12.15pm to 3.15pm
All Day Session	8.45am to 2.45pm
All Day Session Plus 30 minutes Club	2.45pm to 3.15pm
Breakfast Club	8.15am to 8.45am
Afternoon Club	3.15pm to TBC pm

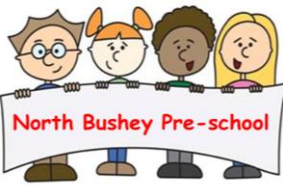
Application

To apply for a space for your child you need to complete an Application to Join form that can be found on our website or requested from our office. You will then be contacted by our admin team and placed on our waiting list. If your child is offered a space, you will be contacted by email, and there will be a request for you to accept the place within one week. We will confirm with you the sessions you require.

We do not charge for applications, but we cannot guarantee a space until you have completed our Registration with deposit and administration fees settled. Please find more details on page 2.

Visits

We are happy to receive visits from Parents or Carers to view our setting. To do so you can book your visit with us by phone:
07467 101326.



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Sessions and Club Fees

Consumable fees are included in our Standard Fees. We give at least one month notice in case of any changes on our fees.

Standard Fees per Session	
Morning Session	£28.00
Afternoon Session	£28.00
All Day Session	£56.00
All Day Session plus 30 minutes Club	£60.50
30 minutes Club (2.45pm to 3.15pm)*	£4.50
Breakfast Club	£7
Afternoon Club	£14/h TBC

* If your child is entitled to 30 hours free childcare and you would like to extend his sessions to 3.15pm an additional charge of £4.50 per day will be added to your invoice.

Consumable Fee

If or when your child is eligible for Government funded sessions, we ask for Consumable fee of £1.50 per session that will be invoiced termly in advance. The Consumable fee covers snacks, extra school activities, stationary resources, hygiene products and other consumables. Please find more details on page 5.

Registration

Once you have been offered a place at our Preschool you will be required to complete and sign the registration forms: Registration Pack and the Parents Declaration form (if applicable).

To secure your child place within our Preschool it will be required a £50.00 refundable deposit and a £35.00 administration fee, settled before the Registration documents are signed and returned. Deposit will be refunded at the end of your child's first term with us.

We reserve the right to not refund the Deposit if your child fails to attend on the date as agreed or in the event of withdrawal earlier than the end of a full term with our preschool. Please check our full Fee Payment Policy on www.alnbpreschools.co.uk or contact our Office for a hard copy. You will also receive a copy on your Registration Pack.

Please note that all our fees are subject to change as they are reviewed annually. Please make sure you have the most updated version of this document. For any questions, please contact us or check our fees on our website.



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Invoices

Our session fees and clubs are invoiced on a monthly basis and are issued mid-month for the following month. Payments should be made by internet banking by the end of the month.

For each week the invoice is overdue we charge a late payment fee of £10.00 per week the invoice is overdue.

Fees remain payable if parents fail to return their Government Funding application, or if we are unable to claim the funding because parents/carers decide to reduce sessions without giving at least one month notice. Sessions remain payable when the preschool is closed due to reasons beyond our control (e.g. snow, flood, etc.) and for missed sessions for sickness or holiday.

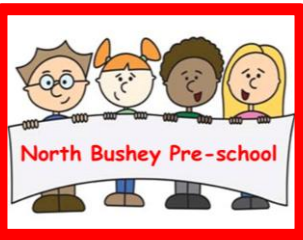
Our fees are subject to annual review and for all changes we will give one month written notice to parents/carers.

Please check our Fee Payment Policy for more details.

Withdrawal

All changes to sessions or withdrawal of sessions requires one month notice. On the event of withdrawal of your child's place we request one month notice and the completion of a Notification of Leaving Date form, which can be requested by contacting our Office team.

We reserve the right to not refund the Deposit if your child fails to attend on the date as agreed or in the event of withdrawal earlier than the end of a full term with our preschool. Please check our full Fee Payment Policy on www.alnbpreschools.co.uk or contact our Office for a hard copy. You will also receive a copy on your Registration Pack.



Key Information Document

Government Funding

Childcare Support for 2-year-olds

Working Families

From April 2024, working families with a 2-year-old may be entitled to 15 hours per week of childcare support to be used across the 38 weeks of term time per school year. From September 2025 it will be increasing to 30 hours. Please go to www.hertfordshire.gov.uk and look for *childcare support for 2-year-old* or press the link below:

[Childcare support for 2 year olds - working families | Hertfordshire County Council](#)

Supported families

If you have a 2-year-old child and receive additional government support, you might be entitled to 15 hours of childcare to be used across the 38 weeks of term time. Please go to www.hertfordshire.gov.uk and look for *childcare support for 2-year-old* or press the link below:

[Childcare support for 2 year olds - supported families | Hertfordshire County Council](#)

15 hours free childcare for 3–4-year-olds

All 3 and 4-year-olds in England are entitled to 15 hours funding for 38 weeks of term time. This starts the term after their 3rd birthday. You do not need to apply for this funding if your child follows the criteria, and you can use all or part of the 15 hours with us.

30 hours free childcare

Your eligibility for 30 hours funding depends on your personal circumstances, please click on the link below:

[30 hours free childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Your child must be 3 years old, and the funding can be used on the term after their 3rd birthday.

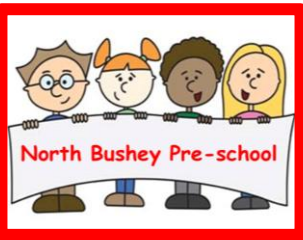
On our registration you will be asked if you are entitled to 30 hours funding, and we have available various options where you can use all or part of the allocated Government funded hours. You can share your 30 hours between up to 3 providers.

Tax-Free Childcare

You can get up to £500 every 3 months for each of your children to help with the costs of childcare. You can use it to pay for approved childcare. Our Preschool is sign up to this scheme.

Please check your eligibility on www.gov.uk/tax-free-childcare or click on the link below:

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



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Consumable Fee

Government funding does not cover consumables that are used at Pre-school. According to the Government Early Years entitlements guideline, funding 'is not intended to cover the costs of meals, other consumables, additional hours, or additional activities and parents can expect to pay for these'.

The Consumable fee covers the rapidly increasing cost of resources, snacks, extra-school activities, and the list is not exhaustive.

List of Consumables:

- ❖ Food examples:
 - ❖ Savoury snacks
 - ❖ Fruit
 - ❖ Refreshments
- ❖ Hygiene products examples:
 - ❖ Hand wash
 - ❖ Washing liquid
 - ❖ Tissues
 - ❖ Toilet rolls
 - ❖ Baby wipes
 - ❖ Nappy sacks
 - ❖ Other cleaning products
- ❖ Sensory resources examples:
 - ❖ Dry pasta/rice
 - ❖ Play sand
 - ❖ Soil for mud kitchen
 - ❖ Shaving foam
 - ❖ Corn flour
 - ❖ Play-dough making resources (flour, oil, salt, food colouring)
- ❖ Learning resources examples:
 - ❖ Toys
 - ❖ Technological equipment
- ❖ Stationary resources example:
 - ❖ Paper
 - ❖ Glue sticks
 - ❖ Children's paint
 - ❖ Stickers
 - ❖ Envelopes
 - ❖ Note pads
 - ❖ Post its
- ❖ Enrichment for children's activities example:
 - ❖ Education and interaction musical classes
 - ❖ Yoga class
 - ❖ Outdoors activities
 - ❖ Themed parties
 - ❖ Workshops and curriculum development
- ❖ Safety for children example:
 - ❖ First aid kits
 - ❖ Training
 - ❖ Professional cleaning
- ❖ Other resources example:
 - ❖ Batteries
 - ❖ Tin foil
 - ❖ Cling film
 - ❖ Bin bags