

Thank you for choosing Oz Tots as your nursery of choice. We are excited to welcome you and your little one to the family! This document will provide you with all you need to know about our sessions, fees and how we deliver the funded hours.

Oz Tots is open from 7:30am – 6pm for 51 weeks of the year with a close down period between Christmas and New Year for all our staff to take a well-deserved break and spend time with their families. We will also close on all public holidays throughout the year. For a full list of closure dates please see the Family App.

Terms of Payment

A non-refundable fee of **£100** is payable on registration to secure your child's place at Oz Tots. This covers the cost of your settle sessions and a complimentary Oz Tots school bag when you start.

Fees are charged and payable monthly in advance, by standing order or BACS by the **28th** day of each month. Our fee policy and structure will be reviewed every August and March, any changes to our current rates will be advised in writing 1 month in advance.

Fees will be the responsibility of the person/persons listed on the child's registration form, if the responsible person changes for any reason please ensure you inform the office team at your earliest convenience.

Extra sessions/days can be booked by prior arrangement providing we have the correct staffing requirements and space in the room. These will be added to your monthly invoice. If you require additional sessions, please contact the Nursery Manager or Office team to check availability. Please note that funding does not apply to extra sessions. We are unable to accommodate the swapping of sessions.

Notice of termination is 4 weeks from the next billing period. For example, if you give notice on the 18th day of the month, the 4 weeks will not commence until the next invoice start date i.e. the 1st of the preceding month.

Minimum Attendance

Oz Tots puts the needs of the child at the forefront of everything we do and for this reason we operate a minimum attendance requirement of 2 sessions (AM or PM) spread over 2 days. The reason behind this is we have found that any less than this makes it hard for the child to settle and get used to the Oz Tots routine.

Illness/Absence/Closure

No refund will be given in the event that a child is absent due to illness or holiday. The same rule will apply if the nursery has to close due to bad weather or any other reason. The nursery will be closed for Christmas break and all public holidays, full fees are still payable during these closures.

Late Collection Charges

Children must be collected promptly by the end of their session time. Should a parent/Carer fail to collect their child on time Oz Tots will make a charge of £12 per or part of the first 15 minutes and then a subsequent £12 per 15 minutes afterwards.

Late Payment Charges

Fees are payable in advance and should be paid in full on the 28th of each month. Oz Tots accepts BACS, Tax Free Childcare Payments (<https://www.gov.uk/get-tax-free-childcare>) and Childcare Vouchers (by prior arrangement), we are unable to accept cheques or credit card payments.

If fees are not paid on time, there will be an initial £25 late charge and then if payment has not been received within 1 week £10 per day thereafter until fees are paid in full.

Oz Tots reserves the right to refuse entry to a child whose fees are unpaid for 15 days or more. Persistent late or non-payment may result in us terminating your child's place and offering it to someone else.

If you are experiencing financial hardship, please do speak in confidence to the nursery manager and we can try to arrange alternative payment structures.

Price List and Session Times

Little Acorns/Acorns (0-2 years)

Seedlings (2-3 years)

Oaks (3-5 years)

Price changes for age group transitions apply from the 1st billing month, following the child's birthday.

Children arriving before **8:30am** will be provided with a breakfast selection prior to starting their day and those staying past **4:00pm** will be given a home cooked tea, prepared in the Oz Tots kitchen.

Fresh fruit and vegetables along with fresh milk are served twice a day during snack times. The children have their own water bottles/cups which are always available throughout the day.

We are pleased to provide our Tots with Hot Lunches supplied by Little Tums Catering. Their ethos is "to promote and install healthy eating habits into children from a young age through high quality meals at an affordable price and with a level of service that customers can always rely on". If you wish to provide a packed lunch instead, we will store this appropriately and serve alongside the rest of the children. Please ensure you are following the healthy eating guidelines which are outlined in our packed lunch policy.

Private Session Fees (no funding applied)

Session Type	Time	Little Acorns/ Acorns (0-2 years)	Seedlings (2-3 years)	Oaks (3-5 years)	Hourly Rate Little Acorns & Acorns/ Seedlings/Oaks
Full Day	8:00-17:00 (9hrs)	£84.00	£80.00	£72.00	£9.33/£8.89/£8.00
Morning Session	8:00-13:00 (5hrs)	£49.00	£47.00	£44.00	£9.80/£9.40/£8.80
Afternoon Session	13:00-17:00 (4hrs)	£40.00	£39.00	£37.00	£10.00/£9.75/£9.25
School Day	9:00-15:00 (6hrs)	£65.00	£63.00	£57.00	£10.83/£10.50/£9.50
Extended Day	7:30-18:00 (10.5hrs)	£94.00	£90.00	£82.00	£8.95/£8.57/£7.80

All private fees are Inclusive of nappies, wipes, nappy cream, sun cream, fresh fruit & vegetables, morning and afternoon snacks, milk (formula and dietary alternatives if applicable), hot lunch when attending AM, Full Day and School Day, home cooked tea when attending Full Day or afternoon sessions, extensive outdoor activities and forest school learning.

Funded Entitlement (Stretched over 51 weeks)

Whilst the government funding is structured for 38 weeks of the year (term time), Oz Tots offers its places and subsequent fee structure for a full year of care. Therefore the 15/30 hours funding is made available across the 52 weeks in the year, so your monthly invoices don't fluctuate in the school holidays.

- Total yearly entitlement:
 - 15 hours per week = 570 hours per year → 11 funded hours per week
 - 30 hours per week = 1140 hours per year → 22 funded hours per week

Children become eligible for 15 hours of universal funding at the beginning of the term following 3rd Birthday.

Eligible parents can apply for funding for their child/children if they are 9 months or above and meet the eligibility criteria. The funding will come into place the term after the child has turned 9 months. Please go to www.childcarechoices.gov.uk for more information.

Please note you are responsible for rechecking and reconfirming your eligibility every 3 months and you MUST inform the nursery if your circumstances change. Full fees are payable should your eligibility change, and the nursery is unable to claim funding on your behalf.

Funded Hours Sessions

Session Type	Funded Hours	Private Hours Charged (optional)	Notes
Full Day	7.5 hours (8:30-4:00)	1.5 hours (8:00-8:30 and 16:00-17:00)	Private hours billed
Morning Session	4 hours (8:00-12:00)	1 hour (12:00-13:00)	Private hour billed
Afternoon Session	3 hours (13:00-16:00)	1 hour (16:00-17:00)	Private hour billed
School Day	5.5 hours (9:00-14:30)	0.5 hours (14:30-15:00)	Private ½ hour billed
Fully Funded	5.5 hours (9:00-14:30)	No private charge	Term time only - in line with ESCC school term dates

Voluntary Extras for funded hours (Optional – either opt-in or out)

Item	Cost (per session)
Snacks (AM and PM)	£1.00 each
Nappies and Hygiene Products (AM and PM)	£1.00 each
Hot Lunch	£3.50
Forest School	£5.00

These extras are completely optional and must be opted into or out of when joining the nursery. Parents who choose to opt-out should provide all necessary snacks, lunch and hygiene items themselves. Please see our snack menu, healthy eating/packed lunch policy for details on acceptable food items. If the nursery needs to provide additional food/hygiene items, this will be added as an extra charge in line with the costings above.

Extended Hours

The nursery can be open from **7:30am** to allow that bit of extra time so many parents and carers need. This can be added onto the day rate for an additional charge of **£8.50** per or part the half hour, before **8am**.

Should you wish to extend your day until **6pm**, this will be charged as an extra cost of **£10.00** per or part of the hour.

Those children attending an extended day from 7:30-18:00 will receive a discounted rate, please see above for details.

Extra hours can be booked when staffing allows and are charged at the respective hourly rates illustrated above.

Oz Tots Fees Policy September 2025



Should you have any questions or wish to discuss further, please contact the office on 01435 872006 or via email at info@oztots.co.uk