

# L'Ecole des Benjamins

*Fees Schedule* : All year round DAY NURSERY

**September 2009 - September 2010**

*Registration fees (non-refundable)* £ 50.00

*Deposit (refundable)* £500.00

Monthly / Weekly Fee Calculator

**Shorter hours : 8 hours with choices: 7:30am-3:30pm / 8:00am-4:00pm/8:30am-4:30pm**

- 1 Full day for 11 hours is £259.93 per month and 8 hours is £233.94 per month
- 2 Full days for 11 hours is £117.71 per week or £490.47 per month
- 2 Full days for 8 hours is £105.93 per week or £441.61 per month
- 3 Full days for 11 hours is £168.54 per week or £ 702.26 per month
- 3 Full days for 8 hours is £151.68 per week or £ 632.03 per month
- 4 Full days for 11 hours is £224.72 per week or £936.34 per month
- 4 Full days for 8 hours is £202.24 per week or £842.71 per month
- 5 Full days for 11 hours is £242.11 per week or £1006.58 per month
- 5 Full days for 8 hours is £217.42 per week or £905.92 per month

**Minimum Attendance: 2 Full days : short or long hours**

Attendance in excess of the minimum required will be billed to Parents in accordance with the fees schedule set- out above.

**Adaptation Fee:** £9/hour

**Extra hour:** £18 per hour payable on the day; notice of 24 hours is required before attendance.

**Extra days :** £ 65 per day payable on the day

**Lunches :** OPTIONAL :

£3.50 for Lunch or Tea per day

£5.50 for Lunch & Tea per day

inclusive of Fresh Milk, Fruit Juice, Fruit and freshly cooked Food every day.

Children's special **dietary** needs, **allergies** and preferences are fully known and respected. Weekly Menu available in the school. Parents are invoiced monthly in advance. Refunds and exchanges are not acceptable.

Packed lunches prepared by parents could be re-heated.

**Attendance :**

- ✓ Only **ONE change** to the attendance of your child during the year
- ✓ Four to Twelve weeks break : fees due is 50% of the normal fees to keep the child's place with **three** months notice in writing
- ✓ Over three months break: no place is kept and the child returns to the waiting list. No guarantee to have a new place.

**Nursery Smock :** school provides/ Parents purchase before start of the school **£26.00**

**Nursery Swimming :** Full day care children are not charged every Wednesday & Thursday

# L'Ecole des Benjamins

Fees Schedule : Term Time Attendance

September 2009 - September 2010

Registration fees (non-refundable) £ 50.00

Deposit (refundable) £500.00

Deposit (refundable after receiving written notice to remove the child from the school)

## Minimum required attendance

Ages 2½ to 3 years	2 days
Ages 3 to 4 years	3 days / 5 mornings
Ages 4 and up	5 days

## Termly payments

### FEES are inclusive of Music and Dance

2 days	- ages 2½ to 3 years	£1377	<b>including Fridays</b>
2 days	- ages 2½ to 3 years	£1595	excluding Fridays
3 days/5 mornings	- ages 2½ to 4 years	£1767	<b>including Fridays</b>
3 days/5mornings	- ages 2½ to 4 years	£2031	excluding Fridays
4 days	- ages 2½ to 4 years	£2115	<b>including Fridays</b>
4 days	- ages 2½ to 4 years	£2250	excluding Fridays
5 days	- ages 2½ and over	£2521	

**Extras** (see note 7) to include Outings to places of interest, swimming, projects, etc.

**Adaptation Fee:** £9/hour

**Extra hour:** £18 per hour payable on the day; notice of 24 hours is required before attendance.

**Extra days :** £ 65 per day payable on the day

**Lunches :** OPTIONAL :

£3.50 for Lunch or Tea per day

£5.50 for Lunch & Tea per day

inclusive of Fresh Milk, Fruit Juice, Fruit and freshly cooked Food every day.

Children's special **dietary** needs, **allergies** and preferences are fully known and respected. Weekly Menu available in the school. Parents are invoiced monthly in advance. Refunds and exchanges are not acceptable.

Packed lunches prepared by parents could be re-heated.

### Attendance :

- ✓ Only **ONE change** to the attendance of your child during the year
- ✓ Four to Twelve weeks break : fees dues are 50% of the normal fees to keep the child's place with three months notice in writing
- ✓ Over three months break: no place is kept and the child returns to the waiting list. No guarantee to have a new place.

**Nursery Smock :** school provides/ Parents purchase before start of the school **£26.00**

**Nursery Swimming :** optional – every Wednesday / Thursday

**Swimming charges:** £14 per session per child attending term time only. Full day care children are not charged.

# L'Ecole des Benjamins

## NOTES applicable to Fees :

1. **Registration Fee:** Upon registering a child to the nursery, an administration fee of £50 plus the first month's fee becomes payable. Should a place not be taken up by the parent/carer the initial registration **fee and first months fee is non-refundable**. If notice of non-commencement at the nursery is less than one month prior to the start date a second months fee will become liable for payment. Should the nursery be unable for any reason to offer the place, then first month fee will be refunded. Advance reservations, of over five months are subject to reconfirmation by the parent/carer at three months prior to the start date. Failure to reconfirm will result in loss of the placement. If a place is offered then we will send you our **Terms and Conditions** and an **Acceptance Form**. **Final confirmation of a place is subject to** the school offering a place and parents agreeing to the School's Terms and Conditions and paying a **(£500 deposit for all year round attendance & Equivalent to the First Term's fees )** which will be held in accordance with the terms and conditions.
2. The **deposit** will be held without interest as part of the School's general funds and will be refunded or credited to fees for the term in which your child leaves the School upon the receipt of a written notice of One Academic Term (for Term Time attendance) and three months (All Year round attendance). Should a place not be taken up by the parent/carer the initial **Registration fee, the Deposit and first months fees are non-refundable**.
3. **The Nursery Year:** The nursery year will commence on the 1st. January each year. All children admitted are subject to L'Ecole des Benjamins Policy.
4. **Minimum Booking:** A minimum number of sessions per week are applied. Please refer to our Fees Schedule.
5. **Fees:** All fees are payable to L'Ecole des Benjamins in advance.. L'Ecole des Benjamins undertakes to accept children into the nursery for the specified sessions agreed and to provide each child so entrusted with the levels of care laid out by the Registration and accepted practice. The fees do not cover incidentals such as nappies, sun creams, baby formula, lunches, outings, extra-curricular and after school hour activities, etc. Unless otherwise agreed in writing all fees after the registration fee and fees are payable in advance.
- 5a) **Fee charges for all year round attendance:**  
**Parents are required to arrange their regular monthly payments to the school.** All payments are expected to have your child's name as reference. The school will send you the quarterly statement by the end of : **March; June; September and December**.

**Standing Order** – please send the enclosed form to your bank

**Cheque payments** – sent to the address above made payable to L'Ecole des Benjamins for the attention of the Officer

- 5b) **Fee charges for Term time attendance**  
Parents will be receiving their invoices for each term on due dates . The fees do not cover lunches, outings, swimming tuition, half-term and summer holidays.

There are a number of ways in which you can settle your invoices for each quarter:

**Direct payment** (i.e. BACS, wire transfer, etc.) to the school Account as mentioned on your invoice.

**Standing Order or BACs to:** HSBC Bank Plc, 5 Wimbledon Hill Road, London SW19 7NF

Sort-code: 40-07-30 Account Name: Active Generation Ltd; Account No: 61699830

**SWIFT CODE:** MIDLGB2 **IBAN CODE:** GB03MIDL0073061699830

**Cheque payments** – send to the address above made payable to L'Ecole des Benjamins for the attention of the Office.

**Due dates:**

**Nursery School Fees:**

**Date of Payment of the 1<sup>st</sup> Term fees are in full :**

Start September	due date	23 May
Start January	due date	20 September
Start April	due date	20 January

## All Year Round Fees:

### Quarterly fees :

- 18 June for the quarter starting 1 September;
- 18 September for the quarter starting 1 December;
- 18 December for the quarter starting 1 March;
- 18 March for the quarter starting 1 June.

Monthly fees : on 22<sup>nd</sup> or 3<sup>rd</sup> of each calendar month with Standing Order arrangements before child/ren' attendance.

6. **Fee Calculation:** Term Time Fees are fixed for each quarter. Day Nursery Fees are calculated from the published rates to reflect equal monthly instalments over a twelve month period. The nursery calculates the twelve month period as fifty weeks and not fifty two weeks. This is so that the Christmas shutdown period and public holidays are taken into account. This calculation also ensures that the monthly payment remains fixed for each calendar month, irrespective of how many weeks there are in that month.
7. A **sibling discount of 5%** is available on the fees of the **second child** attending at L'Ecole des Benjamins **ONLY**.
8. **Other costs** such as outings incurred by or on behalf of the child will be charged as extras.
9. **Cheques** must be made payable to "L'École des Benjamins" and all correspondence regarding fees and extras should be addressed to the Office.
10. **Changes to child's attendance** should you wish to change your child's attendance, a three (3) weeks notice in writing is required by the school Office prior to attendance changes.

### **Attendance :**

- ✓ Only **ONE change** to the attendance of your child during the year
  - ✓ Four to Twelve weeks break : fees due is 50% of the normal fees to keep the child's place with **three** months notice in writing
  - ✓ Over three months break: no place is kept and the child returns to the waiting list. No guarantee to have a new place.
11. **Cancelling Acceptance of a Place or Withdrawal:-** Your attention is drawn to clauses 12 and 13 of the Standard Terms and Conditions. A three month notice in writing is required prior the proposed cancellation or withdrawal from the School and or Day Nursery otherwise the **three month fees in lieu of notice** will become due and payable as a debt.
  12. **Absence From the Nursery:** All fees are payable at all times, even when a child is absent from the nursery for whatever the reason.
  13. A **Late Pick-up Fee** is charged to parents who need to pick up their child after normal collection time. At present the late pick up charges are: during working hours: £5 per 15 minutes and after working hours ( 6:30pm): £5 for 5 minutes.
  14. **Arrears:** Where fees become outstanding for more than fourteen days, the nursery reserves **the right to exclude the child until such time as the fees are paid**. During any such exclusion period the normal full fees payable for the place will be charged. Invoices are payable upon receipt and will be subject to a 10% surcharge if not settled within seven days of the date of invoice. Interest on outstanding balances of thirty days or more will be charged on a monthly basis at 3% above the Bank Base Rate. **All outstanding debts will be forwarded to an Internationally known DEBT COLLECTORS; additional charges of 18% will be added to the debt to recover costs.**
  15. **Nursery Education Grant (NEG):** The NEG is paid for all children registered at L'Ecole des Benjamins three times a year with quarters beginning : September; January and April. The NEG is paid in the form of a reduction from the invoice/ direct payment to Parent/s upon the receipt of such payment from the government.  
The Grant is £1732 (Summer 2009) for 38 weeks for a child that attends 12.5 hours per week and the setting will receive £592.50 for Autumn 2009 and £547.00 for Spring 2010.  
The Grant is £1504 (Summer 2009) for a child that attends 12.5 hours and the setting will receive £501.40 per term.

### **Parents are required to :**

Complete and Sign the Wandsworth Borough Council Early Years Grant Declaration form  
Provide an Evidence of: Date of Birth (Birth Certificate or passport)

**These notes are subject to the Standard Terms and conditions, a copy of the current edition of which will be supplied on request.**