



BOOKING REQUIREMENTS AND FEES – PLAYDAY HEMDEAN

Please read our Terms and Conditions carefully to avoid incurring additional charges. The information provided below outlines the main points but is not exhaustive.

Minimum Booking Requirements and Opening Hours

The nursery requires a minimum booking period of two full days per week. Our opening hours are from 7:30 AM to 6:30 PM. (11 Hours)

Fee Structure

Fees are calculated based on the 51 weeks per year that the nursery is open. The annual fees are averaged into 12 monthly payments. These monthly payments include bank holidays, public holidays, and inset days, which are payable in full even if the nursery is closed on those days. Please note, there are no refunds for absences due to sickness, holidays, or circumstances beyond our control. The maximum number of hours per day that can be used as funded is 10 hours. The minimum number of days for 30-hour funding is 3 days per week but please note as we are stretched over 51 weeks this equates to 22.34 hours a week funded only.

Funded-Only Sessions

If you wish to apply for a funded-only session, please contact our Management Team to check on availability and to join our waiting list. If your child is fully funded, we would however, charge for lunch, snacks and consumables at a rate of £5 per session.

Sibling Discount

A sibling discount of 10% is available when both children attend our nursery setting and discounted against the youngest child's fee.

Deposit and Registration Fees

1. Submit the Enrolment Form.
2. Pay a non-refundable administration fee of £150.00.
3. Complete the Parental agreement form for funding entitlement

Your nursery place will be confirmed once all requirements are met.

PlayDay (Caversham) Limited

100 Hemdean Road, Caversham, RG4 7SD

tel. 07855 493363 **email.** info@playdaycaversham.co.uk **www.**[playdaycaversham.co.uk](http://www.playdaycaversham.co.uk)

Registered in England. Registration number 11568044 Registered Office: Badgemore House,
Badgemore Park, Henley-on-Thames, Oxfordshire, RG9 4NR



Paying Your Fees

You are required to set up a standing order for payments by the 1st of each month. If you are paying via Tax-Free Childcare or childcare vouchers, please ensure these payments reach our account by the 1st of each month. There is a late payment charge of £50 for every week this payment is late.

Changing Your Booking

All sessions are pre-booked to maintain consistency for your child and our team. If you wish to increase or decrease your booking, please note that changes are subject to availability and current booking patterns. Requests to increase booking will be honoured as early as possible. For decreases in days or swapping attendance days, we cannot guarantee these changes but will assess your request and respond as soon as possible and one month's notice is required.

Giving Notice

If your child is currently attending the nursery and you wish to cancel attendance, you must provide one month's notice.

If you wish to change your start date, contact us as soon as possible and at least three months before your intended start date. Please note that if you change your start date after accepting an offer, we cannot guarantee a place for your child and, in such cases, the holding fee will be forfeited.

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