

# Fees and Funding

## Information Sheet

April 2026



We know how important it is for you to understand your fees when enrolling your child at Bardfield Montessori. You will find everything you need to know across the following pages but if you have any additional questions, please just ask!

### General Information

- To make your nursery experience as easy as possible, our fees include all home-cooked meals, snacks, teas, outings, forest school, all hygiene products including nappies and specialist equipment. We also provide waterproof clothing, sun caps, medicines, hats and mittens. Fees also include the specialist Montessori tuition and activities which are embedded into our routines and that your child will enjoy whilst in our care.
- We are open 51 weeks per year but closed between the Christmas and New Year.
- We do not accept term time only bookings.
- All children must start their booking on the 1<sup>st</sup> day of each month.
- To terminate your child's place with us, we require a minimum of 1 full months' notice commencing from the 1<sup>st</sup> of the month.
- We ask that children attend a minimum attendance pattern of twice per week. This enables them to get used to the Montessori routines and get to know their peers and our staff more quickly.
- Fees for all-year round are chargeable for 51 weeks per year, including bank holidays.
- Your invoice will contain a breakdown of fees and funding with a regular amount to pay each month to help you spread the cost of your childcare.
- Our fees increase annually each April, but we will inform you of the changes in advance.
- We accept both 15-hours and 30-hours funding. You can use Tax-Free Childcare or Childcare Voucher schemes to make your payments alongside any funding entitlement you may have.

### Funding

- We provide government funded childcare as part of the [Best Start in Life](#). This funding entitles your child to attend a childcare provider and access the Early Years Foundation Stage curriculum.
- Any entitlement you may have to funding will be for 38 weeks. 15 hours funding is an annual entitlement of 570 hours. 30 hours funding is an annual entitlement of 1140 hours. We stretch this funding all-year-round, this means that you can use your entitlement in term-time and holidays alike up to your 570- or 1140-hour limit.
- Currently, funding for working families is available for children the term after they turn 9 months. Please visit the government's [Best Start in Life](#) website for further information and to check your eligibility.
- If you are entitled to funding, you will need to complete an online funding form each term for us to claim the funding on your behalf. You will be able to adjust your claim each term if required.

### Fees

- Our monthly fees are fully inclusive of the following two elements:
- Unfunded Extended School Day and/or School Day hours: £8.66 per hour, regardless of the age of your child.
- Unfunded Extended All Day and/or All Day hours: £8.40 per hour, regardless of the age of your child
- Integrated Montessori Package Fee (IMPF): £27.00 per day
- As your fees will be a regular monthly amount, we ask that you set your payments up as a Standing Order. This could be directly into our account, or as a regular payment into and out of your Tax-Free Childcare or Childcare Voucher account.

- The tables below detail the fixed amounts that you will pay each month according to the number of times that your child attends each week and their funding eligibility.

## All-Year-Round Monthly Fees

- The government stipulate a maximum of 10 hours of funding to be claimed per day.

Unfunded	2 days	3 days	4 days	5 days (5% discount included)
School Day (08:00-15:30)	£781.58	£1,172.36	£1,563.15	£1,856.24
Ext School Day (07:30-15:30)	£818.38	£1,227.57	£1,636.76	£1,943.65
All Day (08:00-18:00)	£943.50	£1,415.25	£1,887.00	£2,240.81
Ext All Day (07:30-18:00)	£979.20	£1,468.80	£1,958.40	£2,325.60
15 hours funding	2 days	3 days	4 days	5 days (5% discount included)
School Day (08:00-15:30)	£370.23	£761.01	£1,151.80	£1,465.46
Ext School Day (07:30-15:30)	£407.03	£816.22	£1,225.41	£1,552.87
All Day (08:00-18:00)	£544.50	£1,016.25	£1,488.00	£1,861.76
Ext All Day (07:30-18:00)	£580.20	£1,069.80	£1,559.40	£1,946.55
30 hours funding	2 days	3 days	4 days	5 days (5% discount included)
School Day (08:00-15:30)	£229.50	£349.66	£740.45	£1,074.68
Ext School Day (07:30-15:30)	£229.50	£404.87	£814.06	£1,162.09
All Day (08:00-18:00)	£229.50	£617.25	£1,089.00	£1,482.71
Ext All Day (07:30-18:00)	£265.20	£670.80	£1,160.40	£1,567.50

## Why are there additional charges when a child only attends their funded hours?

By choosing Bardfield Montessori, you are choosing a specialist Montessori teaching experience for your child with specialist activities, tuition and practices as well as qualified, Montessori-trained staff. Real-life opportunities and learning experiences are embedded in our culture, ethos and daily routine and the varied activities that the children enjoy each day. Government funding is intended to deliver free, high-quality childcare. It is not intended to pay for the costs of extra services, specialist activities, tuition, meals, drinks, snacks, nappies and other consumables and so the Integrated Montessori Package Fee (IMPF) enables us to offer this difference. As the IMPF is not covered by funding, it is still payable once your child becomes eligible for funding. It is included in the monthly fees given in the tables above but is a voluntary fee.

## Do I have to pay the voluntary fee?

You can of course opt-out of the IMP fee, please review our opting out fee sheet for further information. If you choose to opt out, your child will be offered a basic childcare package. This means that they will still have access to the Early Years Foundation Stage provision and all that is required by us to deliver this, but your child will not be entitled to any of the extras that we offer beyond the EYFS. You may be offered different sessions to the private fees listed above for those accessing a basic childcare package.

We are an inclusive setting and aim to offer an equitable experience to all those who attend regardless of their background or financial circumstances. Our IMP sets us apart from other settings that you may have visited but it relies on parents paying the associated charge. Whilst those attending a basic childcare place are still included in the enriched learning experiences as far as possible, there are certain limits and exclusions.

## How do I know if I'm eligible for funding?

There are various types of funding available. For more information about these funding types or to apply for funding, please visit: <https://www.beststartinlife.gov.uk/>.

## How do I secure my child's nursery place?

Please send your full name and email address as well as the full name and email address of any other legal parent of your child to [info@bardfieldmontessori.co.uk](mailto:info@bardfieldmontessori.co.uk). If a space is available, you will be sent a link to our online Admissions Form to be completed. You will be asked to pay a Transition Charge of £200. You will be refunded £100 in your first month's fees. The remaining charge covers up to two settling in sessions for your child and a piece of uniform. Upon receipt of your Admissions Form and Transition Charge, your form will be processed by our Management team and your child will be added to the occupancy.

## How does your waiting list work?

Children are added to our nursery room or pre-school room waiting lists according to the date of submission of the Admissions Form. Places are offered according to the availability of sessions. Priority is given to those attending full-time. Where possible we also prioritise requests from existing children, staff children and siblings of existing children. When other places become available, they will be offered to the first child on the list whose preferred start date is on or before the date that the place will become available and whose session requirements match the availability. For this reason, it is best to give your earliest possible start date and to note any session flexibility you would accept.

## How are payments made?

Fees are payable no later than the 1st of each month. Extras such as ad hoc sessions are invoiced monthly alongside your rolling invoice. Payments are also due on the 1<sup>st</sup> of each month. Payments can be made via standing order, bank transfer or Childcare Vouchers/ Tax-Free Childcare.

Bardfield Montessori Day Nursery Ltd

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## My child will be eligible for funding in the next 12 months. When will my payments reduce?

Funding is allocated term by term. For Autumn Term, the first payment at your funded rate would be in September, for the Spring Term, the first payment at your funded rate would be in January and for the Summer Term the first payment at your funded rate would be in April.

## Do you offer any discounts?

We offer 5% discount to children attending a schedule of 5 days all year round.

## What are your fees for extra days?

Ad hoc sessions can be booked when space allows. No refunds or exchanges will be given to extra sessions booked and not taken, our notice period of 1<sup>st</sup> of the month is required to cancel an ad hoc session. They are charged as follows:

Ad hoc sessions	Ext School Day (07:30-15:30)	School Day (08:00-15:30)	Ext All Day (07:30-18:00)	All Day (08:00-18:00)	Ext Start (07:30-08:00)
	£98.00	£93.00	£118.00	£115.00	£7.00

## What happens if I am late collecting my child?

We understand that whilst this can happen from time to time, it can be distressing for a child whose peers have all left for the day. Two members of staff will stay with your child until your arrival and keep them busy and comforted. You will be invoiced for £15 for up to the first 15 minutes and £30 for up to 30 minutes. This will be payable within 7 days.

## May I come and view the nursery?

You are warmly invited to visit our beautiful setting and meet our wonderful children and team. Visits are offered throughout the day and are for parents as well as your child or children. Please contact the nursery directly to arrange a visit.

## I still have some questions. Can you help?

We understand how important it is to choose the right setting for your child and are always glad to answer any questions you may have. Our Nursery team is often busy in the classroom and our Accounts team works flexibly so it is not always possible to reach us via telephone.

We recommend that you contact us via email in the first instance with the details of your query. However, if you would like to speak to somebody in person, please provide your telephone number so that we can call you back.

- Nursery-specific queries (daily routine equipment, menus, child progress and development):  
[info@bardfieldmontessori.co.uk](mailto:info@bardfieldmontessori.co.uk) / [molly@bardfieldmontessori.co.uk](mailto:molly@bardfieldmontessori.co.uk)
- General or financial queries (fees, funding, applications):  
[accounts@bardfieldmontessori.co.uk](mailto:accounts@bardfieldmontessori.co.uk) / [molly@bardfieldmontessori.co.uk](mailto:molly@bardfieldmontessori.co.uk)