



The Potters Bar Day Nursery & Pre-School

FEE INFORMATION SHEET

Address: High Street, Potters Bar, EN6 5AT

Phone: 01707 655 122

Email: pottersbar@lgnurseries.com

Website: lgnurseries.com

Nursery Information

Monday to Friday: 07:30 - 18:30

We are open 51 weeks of the year, excluding public holidays and a week at Christmas.

A minimum booking of 4 morning/afternoon sessions, or 2 full days per week is required, this must include a Monday or Friday.

Registration & Deposit

- Registration fee: £50 (waived for fully funded places).
- Deposit: £100, refundable against final invoice (waived for fully funded places).
- Discount – Full time, Sibling and NHS, please speak to your Nursery Manager.

Fees are payable monthly in advance by Direct Debit, Tax Free Childcare or Vouchers.

Session Times & Fees – Non-Funded

Sessions - Non-Funded	Time	0-3 Year Olds	3-5 Year Olds
Full Week Monday to Friday	08:00 - 18:00	£100.70	£90.10
Full Day	08:00 - 18:00	£111.30	£100.70
Morning	08:00 - 13:00	£65.70	£65.70
Afternoon	13:00 - 18:00	£65.70	£65.70
Early Start	07:30 - 08:00	£8.00	
Late Finish	18:00 - 18:30	£8.00	

Fees are all inclusive. Fees are calculated on 51.0 weeks.

Session Times & Fees – Funded

Funded childcare hours have no monetary value and are provided free of charge.

You can use your funded hours on their own or combine them with additional paid sessions as part of a flexible childcare package tailored to your needs.

Funded hours can be used between 08:00 - 18:00 across day, morning or afternoon session depending on availability. Below are the hourly rates for which any additional hours outside of your funded hours will be charged:

Sessions	Time	0-3 Year Olds	3-5 Year Olds
Full Week Monday to Friday	08:00 - 18:00	£10.07	£9.01
Full Day	08:00 - 18:00	£11.13	£10.07
Morning	08:00 - 13:00	£13.14	£13.14
Afternoon	13:00 - 18:00	£13.14	£13.14



Funded Childcare Hours

We offer a range of funded places through the Government’s Early Education Entitlement for children aged 9 months to 4 years which includes:

- 15 hours per week for 38 weeks = 570 hours per year
- 30 hours per week for 38 weeks = 1,140 hours per year

To support families throughout the year, we stretch the funded hours across our nursery operating weeks. This means your child receives a consistent number of funded hours each week:

- 570 hours stretched = 11.18 hours per week
- 1,140 hours stretched = 22.34 hours per week

We also accept “2 Help” funding. To check your eligibility, please visit the [Best Start In Life](#) website.

You can use your funded hours on their own or combine them with additional paid sessions as part of a flexible childcare package tailored to your needs.

Please note: Funded hours do not cover the cost of meals, consumables or enrichment activities, which are provided through our Essentials Package.

If you have any questions or would like to discuss options outside of the standard stretched offer, please speak to your Nursery Manager.

Essentials Package

The following services are not covered by the Government-Funded Early Education Entitlements and are charged separately during funded sessions/hours only.

These charges are optional, and you can choose to opt out by contacting your Nursery Manager before the start of term.

Sessions	Food	Consumables	Enrichment
Full Day (breakfast, snacks, lunch, tea)	£13.00	£2.10	£1.60
Morning	£7.75	£1.05	£0.80
Afternoon	£5.25	£1.05	£0.80
Per Funded Hour	£1.30	£0.21	£0.16

Our Consumables include:nappies, wipes, cream, nappy bags, suncream

Our Enrichment Programme includes a variety of extra experiences that go beyond the standard early years curriculum. These may include Forest School inspired sessions, celebration days, cooking and baking activities, gardening, graduation events, and engaging visits from trusted local specialists. Please speak to your Nursery Manager for full details.

Opting Out of Essentials Package

Parents who choose not to take up the Essentials Package may be required to provide suitable alternatives or collect and dispose of consumables, depending on the nursery’s policy. More detail can be found in our *Admissions & Funding Policy and Lunchbox Policy*, available on request.



How Fees Are Calculated

Non-Funded Example: Child under 3 - 3 days per week (08:00 - 18:00)

£111.30 per day * 3 days = **£333.90 per week**

Funded Example: Child under 3 - 3 days per week (08:00 - 18:00)

30 hours stretched funding (30 hours * 38 weeks / 51.0 weeks = 22.34 hours)
(30 hours – 22.34 funded hours = 7.66 additional hours)

22.34 funded hours per week = zero charge to parents

Additional hours per week = £11.13 * 7.66 hours = £85.26

Total cost for additional hours = £85.26 per week

Essentials Package

- Food = £1.30 per funded hour * 22.34 funded hours = £29.04 per week
- Consumables = £0.21 per funded hour * 22.34 funded hours = £4.69 per week
- Enrichment = £0.16 per funded hour * 22.34 funded hours = £3.57 per week

Total for additional hours & Essentials Package = £122.56 per week

Annualised monthly fees are calculated as:

Weekly Fee x Number of Chargeable Weeks (51.0) ÷ 12 months

Additional Information

- Additional Hours – hours attended outside the funded hours are charged at the nurseries hourly rate/session rate.
- The nursery will be closed on all Bank Holidays (normal charges still apply). No exchanges, credits or refunds will be given for sickness or holidays.
- Late Collection fee of £20 for every 30 minutes, or part of, that you are late collecting your child after the end of their agreed session.
- If fees are not paid by the specified due date, a late fee of £25 will be charged and we reserve the right to exclude your child from further sessions until the fees are paid.
- **Notice Period** - We require one calendar months' notice for all permanent changes to sessions or cancellations. Fees are subject to review in accordance with the Terms and Conditions.
- Please visit [Best Start In Life](#) for more information on what funding or help you may be entitled to with regards to **Early Years Funding, EYPP & DAF Funding**.