



Montessori Bilingual pre-school

Cliftonville Community Centre, St. Paul's road, Margate, CT9 2DB

OFSTED- Setting reference number: 2749008

Term time sessional care for children ages 12 months to 5 years old

*We are open Monday to Thursday 9am-4pm and Friday 9am-12pm (Term time only).

*We are closed national school holidays and bank holidays.

*We work on a sessional basis and have an hourly rate depending on the number of sessions attended per week.

*We have a minimum attendance of 4 sessions per week.

Sessions:

- Morning (AM) session 9am-12 pm
- Afternoon (PM) session 12pm- 3 pm
- Full day (AM+PM) 9am- 3pm (counted as 2 sessions)
- Extended day session 3pm-4pm (Monday to Thursday)

*If attending a full day (9am-3pm) we ask you to provide a packed lunch which will be served at 12pm (Healthy snacks will be provided)- see our Food and Drink policy for more information.

*Children must be collected promptly at the end of their session or there will be a fee for late collections.

*We ask payment to be made by the deadline stated in the invoice received before the term's start date.

*Please note that we require a full term's notice (approx. 6 weeks- excluding holiday period) to terminate your child's place or the whole term fee will be charged. Notice deadline- first Friday of the previous term. Funded places terms in regard to notice explained below.

*We will invoice for your child's regular sessions; please note we cannot give refunds for days where your child does not attend their sessions.

*Bank holidays are charged but not attended.

Fee Policy & Funding Information

Non-Funded Fees (Private Places)

Sessions per Week	Hours	Hourly Rate	Weekly Fee
4 sessions	12 hrs	£12.28	£147.36
5 sessions	15 hrs	£11.76	£176.40
6+ sessions	18+ hrs	£11.24	£202.32+

- A minimum of **4 sessions per week** applies
- Fees are calculated and invoiced **per term in advance**
- Fees are based on your child's **booked sessions**, not attendance
- Ad-hoc additional hours (subject to availability): **£14 per hour**
- Extended day (3pm-4pm, Mon-Thur): **£9.75 per hour (non funded)**

Our Funding Approach

At Cocoon in Margate, we are committed to providing a high-quality, nurturing, and enriching environment for all children.

Government funding supports a **basic level of early education**, but it does not fully cover the cost of delivering our Enhanced provision and other consumables.

Your fees contribute to:

- Montessori curriculum- including obtaining Montessori qualifications for staff, in-house Montessori training sessions and authentic Montessori materials.
- Enriched learning environment and activities- including bilingual education, music curriculum, forest and beach school sessions, visits from local creatives and artists, and more.
- High-quality resources and consumables that protect both the child and the environment- ecological products such as compostable nappy bags, eco-friendly laundry and washing-up liquids, eco cleaning products, organic and locally sourced fruit and vegetables for snacks delivered by Kent Fresh, sun cream, etc.
- Salaries for our team that exceed the minimum wage.

To ensure sustainability and consistency in quality, we operate a **clear and simplified fee structure**.

Funded Places

We accept the following funding:

- Working Parent Entitlement (for eligible 1, 2, 3 & 4 year olds)*
- Universal Entitlement (15 hours for 3 & 4 year olds)*

*Terms & conditions apply

Funding is applied towards your child's place, and families contribute a fee for our **enhanced provision**.

To keep things simple and fair, we operate **two fee groups** based on age.

Under 2 Years Old		
Sessions per week	Hours	Weekly Fee
4	12 hrs	£57.96
5	15 hrs	£57.96
6	18 hrs	£62.10
7	21 hrs	£72.45
8	24 hrs	£82.80
9	27 hrs	£93.15

2 Years Old and Over		
Sessions per week	Hours	Weekly Fee
4	12 hrs	£67.80
5	15 hrs	£67.80
6	18 hrs	£76.14
7	21 hrs	£88.83
8	24 hrs	£101.52
9	27 hrs	£114.21

Extended day (3pm-4pm, Mon-Thur): **£4.25 per hour (funded)**

Key Information

- Fees apply to **all funded places**
- A **minimum of 4 sessions per week** is required
- Fees are calculated and invoiced **per term in advance**
- Fees are based on your child's **booked sessions**, not attendance

Terms and conditions

- ❖ Funded fees may increase periodically according to our Fees Policy.
- ❖ Funded fees vary by age group (Under 2 years old and 2+ years old). Child is eligible for the 2+ age group at the start of the funding term after their 2nd birthday.
- ❖ Extended day offer (Monday to Thursday 3pm-4pm) can be funded with an overall Funded fee for all ages groups. If attending the maximum of 9 sessions per week- only 3 extended days can be funded.
- ❖ Funding Terms differ from our Term structure (see our term dates calendar on our website):
 - Funding Terms: Autumn, Spring, Summer
 - Cocoon Terms: Term 1, Term 2, Term 3, Term 4, Term 5, Term 6

If you claim funding, you commit to the full Funding Term (two of our terms). For example, claiming funding for the Autumn Term commits you to Term 1 and Term 2.

- ❖ If you wish to change your contracted hours between Funding Terms:
 - We do not reimburse or offset funds for hours already claimed.
 - We do not transfer funding to another setting.
 - With proper notice and availability, you can add sessions, charged at our hourly rate, until we submit a continuation of funding claim for the next Funding Term.
- ❖ We do not accept splitting 1 and 2-year-old Working Parent Entitlement funding with another setting.
- ❖ We accept splitting 3 & 4-year-old Universal (15 hrs) and Working Parent Entitlement (15 hrs) by claiming the Universal Entitlement (first 15 hrs). However, if you have previously claimed WPE with us, we will accept the WPE when splitting with another provider.
- ❖ If you are claiming 3 & 4 year old Universal entitlement (15 hrs) ONLY but attendance is over 15 hrs- the non-funded hours are charged at our private place rates.
- ❖ Parents/carers are required to sign both a Parental Declaration form and a Funding Agreement form.

Why Our Fees Are Structured This Way

Funding rates vary significantly by age group and do not reflect the true cost of delivering high-quality childcare.

Our two-tier structure allows us to:

- Keep fees **clear and easy to understand**
- Ensure **fairness across all families**
- Maintain **consistent quality of provision**
- **Support the long-term sustainability of the setting**

Policy written by:	Management team
Date last reviewed:	April 2026