



Fees and Funding Policy

This policy describes the fees policy and EY Funding, and aims to enable all parents and carers to access our provision.

- Approved by Executive Leadership Team in September 2019.

Re- Written: September 2019

Review date: September 2020



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Aim

To apply a fair policy on charging to enable all parents and carers to access our facility.

Methods

A) Nursery fees:

Full details of prices are as stated on our website. We are open 7.30 – 6 all year round, offering morning sessions 9 – 12 and afternoon sessions 1 – 3, all other hours outside of the session times are charged at our hourly rate. There is a daily reduction for children attending a full day 8 – 6.

- Fees will be reviewed on a regular basis (usually annually) and notification of any changes will be sent out in writing at least one month in advance.
- The preferred method of payment is by ParentPay.
- Late collection of a child will incur a charge of one additional hour.
- Children attending 48 weeks per year will be entitled to two weeks holiday which can be taken as single days with no fees payable (based on their normal weekly attendance). Any additional days beyond the authorised blocks would be charged at the normal rate. We require a least 1 week's notice of holiday care requirements.
- Any days absence from your agreed sessions, including absence due to illness, will be charged at normal rate, unless in exceptional circumstances, which must be discussed and agreed with the Academy.
- Children attending term time only will not be entitled to any holiday during term time. Additional holiday care can be booked as required, subject to availability. Priority will be given to families on all year round agreements. In order to meet staffing ratios we require a least 1 week's notice of holiday care requirements.
- 4 weeks notice is required to make changes to sessions by parents.
- Non-payment of fees may jeopardise your child's place.
- Cooked lunch and tea are available at an additional charge (this applies to EYE and fee paying families).
- We reserve the right to charge for specific additional services if appropriate (photography, some outings etc). All additional services are optional (this applies to EYE and fee paying families).
- We close for three inset days per year. No charges apply.
- No charges apply to bank holidays, or the closed days during the Christmas period (closure dates and academic timetable are available on the website and in hard copy upon request).
- In the event of an emergency causing the nursery to close no fees will apply.

- Invoices for the previous month are sent out during the first week, requesting payment within 14 days.
- Families may be able to access help towards childcare costs in the form of Tax Credits.
- Other help for childcare costs may be available from the government. See <https://www.childcarechoices.gov.uk/> for more information, including:

Free Childcare (2-4 year olds):

- For families in England, receiving some forms of support, with 2-year-old children, there is 15 hours of free childcare or early education a week.
- For all families in England, with 3 and 4-year-old children, there is 15 hours of free childcare or early education a week.
- For working families in England, with 3 and 4-year-old children, there is an extra 15 hours a week of free childcare - so 30 in all for working families, a total of 1,140 hours per year, that you can use flexibly with one or more childcare provider.

Tax Free Childcare (0-11 year olds):

- For working families, including the self-employed, in the UK, with children under 12 (or under 17 if disabled), For every £8 you pay in, the government will add an extra £2, up to £2,000 per child per year - that's up to £500 every three months. Parents of children born on or after 24th November 2011, and parents of disabled children, can apply now.

Tax Credit for Childcare (0-15 year olds):

- For working families, in the UK, with children under 16 (or under 17 if disabled), 70% of childcare costs, up to a cap. For further details contact the tax credits helpline on **0345 300 3900** or visit their web page at www.direct.gov.uk.

Universal Credit for Childcare (0-15 year olds):

- For working families claiming Universal Credit, in England, Scotland and Wales, with children under 16, 85% of eligible childcare costs, up to a cap.

Childcare Vouchers (0-15):

- For working families, in the UK, with children under 16 (or under 17 if disabled), up to £933 a year in tax and National Insurance savings.

Early Years Entitlement Funding (EY) including 2YO EY

We are in receipt of funding for three and four year olds. The entitlement is available during the funding period following a child's third birthday.

The entitlement has a maximum number of hours during each funding period (approximately 15 hours a week during term time or 11 hours All Year Round), but can be used over the entire funding period if children use less than 15 hours a week, up to the maximum entitlement for the period.

For children in receipt of nursery education funding, our normal fees will apply for hours attended in excess of the funding. The bill will show a clear breakdown of funded hours and any additional hours attended.

In order to claim your child's EY entitlement, we will require the following documentation:

- A copy of your child's birth certificate

- A signed registration form
- Termly declaration forms.

B) Extended Schools fees:

1. Breakfast Club and After School Club

- Fees for Breakfast Club and After School Club are paid on Magic Bookings.
- Fees are payable at the time of booking.
- Bookings need to be made more than 24 hours in advance
- In the case of cancellation a minimum of 48 hours' notice is required otherwise the session will be charged.
- Late collection of a child from the After School Club will incur a charge of £10.
- Fees will be reviewed on a regular basis (usually annually) and notification of any changes will be sent out in writing at least one month in advance.

2. Holiday Activity Scheme

- Fees for the Holiday Activity Scheme are paid on Magic Bookings.
- Fees are payable at the time of booking.
- Bookings need to be made more than 24 hours in advance
- In the case of cancellation a minimum of 48 hours' notice is required otherwise the session will be charged.
- Late collection of a child will incur a charge of £10.
- Non-payment of fees will jeopardise your child's place in future.

Non-payment of fees:

- In the event of difficulties paying fees, please speak to the Nursery Administrator as soon as possible in order for us to support you.
- A letter will be sent with an offer of an appointment to discuss the amount outstanding in order to establish an agreed way forward, via a payment plan if required.
- If no agreement is reached, a final warning letter will be issued for the outstanding balance to be cleared within 14 days.
- Hours may be reduced to the basic EY until the debt is repaid if appropriate.
- After 14 days of no payment or agreements being reached we have the right to withdraw the child's place.
- We will pursue the debt using our established procedures.