




# Little Beeches Nursery

## Fees Policy

This policy was adopted on	Signed on behalf of the nursery	Date for review
3 <sup>rd</sup> September 2024		June 25-September 25

# Contents

<b>1. Payment and Collection of Fees</b> .....	3
<b>2. Early Years Entitlement</b> .....	4
<b>3. Two year old funding</b> .....	5
<b>4. Hot Meals</b> .....	<b>Error! Bookmark not defined.</b>
<b>5. Payment of Fees</b> .....	8
<b>6. Non-Payment Procedure</b> .....	8
<b>7. Change in Sessions</b> .....	9
<b>8. Termination of the contract</b> .....	9
<b>Nursery</b> .....	9
<b>Parent /Carer</b> .....	9
<b>9. Review of Fees</b> .....	9

# Nursery Fees

Little Beeches Nursery operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service which is good value for money. Opening times and hours for the setting are 7:30am- 5:30pm for 51 weeks a year.

## 1. Payment and Collection of Fees

Fees are based on the following cost per hour but charged by the session:

	<b>Under 2's</b>	<b>2-3 years</b>	<b>3-4 years</b>
<b>Morning Session</b> 8.30am-1.00pm	£6.20 per hour Session cost - £27.90	£5.90 per hour Session Cost - £26.55	£5.20 per hour Session Cost - £23.40
<b>Afternoon Session – option 1</b> 1.00pm – 5.30pm	£6.20 per hour Session Cost - £27.90	£5.90 per hour Session Cost - £26.55	£5.20 per hour Session Cost - £23.40
<b>Afternoon Session – option 2</b> 1.00pm – 4.00pm	£6.20 per hour Session Cost - £18.60	£5.90 per hour Session Cost - £17.70	£5.20 per hour Session Cost - £15.60
<b>Breakfast session 1</b> 7.30am – 8.00am	£3.10 per 30 minutes	£2.95 per 30 minutes	£2.60 per 30 minutes
<b>Breakfast session 2</b> 8.00am – 8.30am	£3.10 per 30 minutes	£2.95 per 30 minutes	£2.60 per 30 minutes

The Nursery will make every effort to be flexible and accommodate any extra session requests that occur throughout the year, but unfortunately due to maintaining staff ratios this cannot always be possible.

- 1.1. The Nursery reserves the right to close at short notice in the event of extreme severe weather conditions, pandemics, flood, fire or any other critical incidents which affects the successful running of the Nursery or has an impact on the health and safety of children and staff. The Nursery will keep parents updated via EyParent messaging service or phone call.
- 1.2. The Nursery will not charge fees for bank holidays or the days between Christmas and New Year. Fees will be payable if the Nursery is forced to close or cannot open due to bad weather i.e. snow, as highlighted in our emergency procedure.

- 1.3. If a parent/carer is late to pick up their child, the Nursery reserves the right to charge a late fee. We will give a grace period for the first 5 minutes after agreed collection time, after which the fee will be £5 for every five minutes.
- 1.4. Additional charges are made for trips and outings. Parents will be given appropriate notice of these charges.
- 1.5. Consumables – nappies, wet wipes, nappy cream, sun cream and formula need to be provided by the parent/carer.
- 1.6. Fees continue to be payable if a child is absent for sickness or any other reason including if holiday is taken during the Nursery term. In cases of prolonged absence of more than two weeks e.g. if your child is in hospital, parents/carers should consult our Nursery Manager or Administrator about fee payment.
- 1.7. The Nursery requires four weeks written notice of cancellation of a place at Nursery. Fees or early years entitlement will be payable during the four week notice period.
- 1.8. Parent/carers will be invoiced monthly in advance and settlement is due on receipt of invoice if not paying by direct debit.
- 1.9. Parent/carers are asked to pay fees electronically or using Tax-free Childcare. If payment is made via Tax-free Childcare please advise the Administrator whenever a payment is made.
- 1.10. Child and Working Tax Credit can help towards paying the cost of childcare, to discuss eligibility please call the tax credits helpline: 0845 300 3900 or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits).
- 1.11. If difficulty to pay arises, the parent/carer can speak to the Administrator in confidence to discuss payment options and come to a mutual arrangement. Please refer to our non-payment procedure on the following pages for further information.

## **2. Early Years Entitlement**

Early Years Entitlement Funding is available for three and four-year-olds to claim up to 570 hours per year. This works out as being able to claim up to 15 hours per week for 38 weeks of the year, term time. However, if you have booked your child in for all year round care these hours are 'stretch' so you can access up to 11 hours per week for 51 weeks of the year.

For working parents who fulfil the eligibility requirements, the Government have the 'Working Family Funding' scheme on top of the Universal Entitlement through Somerset Council. The number of hours and age at which you can access this funding is changing.

From April 2024 – families can receive \*15 hours of funded childcare per week for two-year-olds to school age.

From September 2024 – families can receive \*15 hours of funded childcare per week for 9 months old to school age.

From September 2025 - families can receive \*30 hours of funded childcare per week for 9 months old to school age

\*If your child attends all year round these hours are stretch to 11 hours or 22 hours per week

Both funding schemes are available from the term following your child's birthday until they go to school. More information can be found on the Somerset Council website by going to [www.somerset.gov.uk](http://www.somerset.gov.uk) and search for [Early years entitlement for parents](#) or going on the childcare choices (government website) to find more information on working family funding. If you have any queries, please ask our Nursery Administrator.

The funding periods are:

- Autumn: 1st September - 31st December
- Spring: 1st January - 31st March
- Summer 1st April – 31st August

**You child can claim funding the period after their birthday.**

If your child is born between 1 April and 31 August, funding can be claimed from 1st September (Autumn funding period).

If the child is born between 1 September and 31 December, funding can be claimed from 1st January (Spring funding period).

If the child is born between 1 January and 31 March, funding can be claimed from 1st April (Summer funding period).

### **3. Two-year-old funding**

As of April 2024, the Government funding scheme are offering working parents to claim up to 15 hours of funded childcare per week, term time only (11 hours per week, all year round). However, if you aren't eligible for the government funding, you can apply with Somerset Council.

To be eligible with Somerset Council, please see the criteria below:

- Income Support (IS)
- Employment and Support Allowance (Income Related) – not Contribution related
- Income-based Job Seekers Allowance (IBJSA) – not Contribution based
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

- Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190
- Working Tax Credit 4-week run on – the payment you get when you stop qualifying for Working Tax Credit
- Universal Credit – if you and your partner have a combined income from work of less than £15,400 a year after tax
- Children who are 2 and attract Disability Living Allowance
- Children who are 2 and have an Education, Health and Care Plan
- Children who are 2 and are looked after by the Local Authority
- Children who are 2 and have been adopted or who have left care through special guardianship or child arrangement orders.

You can apply on the Somerset Council website. If you are eligible for Somerset council Two-Year-Old funding, you will receive a letter of acceptance. Once you have this, please send us a copy of the letter. Until we have this letter, we will be unable to claim funding. You will be expected to pay full fee costs including the period between when we have received this letter AND confirmed when we will be able to start claiming funding. If you know before registering your child with us that you will be unable to pay the fee costs, then we will have to delay registering your child with us, until the letter has arrived.

#### 4. Working Family Funding (Government funding)

This can be applied for on the government website. How and when to apply depends on when your child's birthday falls.

<b>Working family funding for when the child becomes eligible</b>		
<b>Your child's birthday</b>	<b>Recommended time to apply for eligibility code</b>	<b>Last date to apply for eligibility code:</b>
1 <sup>st</sup> September to 31 <sup>st</sup> December	15 <sup>th</sup> October to 30 <sup>th</sup> November	**By 31 <sup>st</sup> December to be funded from 1 <sup>st</sup> January
1 <sup>st</sup> January to 31 <sup>st</sup> March	15 <sup>th</sup> January to 28 <sup>th</sup> February	By 31 <sup>st</sup> March to be funded from 1 <sup>st</sup> April
1 <sup>st</sup> April to 31 <sup>st</sup> August	15 <sup>th</sup> June to 31 <sup>st</sup> July	By 31 <sup>st</sup> August to be funded from 1 <sup>st</sup> September

When you have received confirmation for eligibility, you will get a code. Please make a note of this and your national insurance number(s) for yourself (and partner) and speak to the Nursery Administrator. The nursery won't receive notification of this code and therefore it is your responsibility to pass these details on to us.

If you have just missed the last date to apply. You can still apply but means you won't be able to claim funding until the next funding term.

For example, if your child's birthday is 20<sup>th</sup> March, you can apply for the government funding between 15<sup>th</sup> January to 28<sup>th</sup> February, meaning we can claim from 1<sup>st</sup> April. However, if you forget and apply on 1<sup>st</sup> April then we can't claim funding until 1<sup>st</sup> September (the next funding period).

You will need to reconfirm your code every 3 months. The government will prompt you to do this. If you forget to do this, we won't be able to claim, and you will receive an invoice.

Parents must re-verify their eligibility every 3 months or when prompted to ensure the Extended Entitlement is still applicable. If the Extended Entitlement ceases and the grace period has lapsed, an invoice will be issued for the hours in excess of the Universal Entitlement.

## **5. General funding information**

The total claim **MUST NOT EXCEED** 570 hours (or 1140 if claiming for 30 hours funding) a year over all providers accessed. If your child attends more than the amount we can claim, an invoice will be sent out with these charges.

If your child attends another childcare provider, the hours can be split between us. It is your responsibility to decide how this is split or decide if one provider is claiming all the hours. Please talk to the Nursery Administrator to discuss options.

If we aren't made aware of your child attending another setting, there is a possibility of an overclaim. If this happens you will receive an invoice for the hours, we are unable to claim.

When you have used all your hours, you will get another 570 hours the funding period after your child's next birthday. However, if your child turns 4 between 1<sup>st</sup> September and 31<sup>st</sup> December you can claim up to a maximum of 380 universal hours from 1<sup>st</sup> January to 31<sup>st</sup> August. There is also a cap on the summer term funding period, this is to ensure there are enough hours left for the rest of the year. This is capped at 237.50 hours.

The Nursery will receive the Early Years Entitlement directly once all the documents have been completed by the parent and returned to the Nursery within the specific timescale given.

## **6. Additional costs for food**

6.1. Additional charges will be made for the hot lunch and tea should you require this for your child, this charge will be added to your bill. If you would prefer you can provide your own packed meal for your child.

- Lunch - £2.35
- Tea - £2.00

Breakfast is included in the breakfast session cost. All our healthy snacks are provided by the nursery free of charge.

## **7. Payment of Fees**

1. Payment can be made by bank transfer on receipt of invoice. If fees are not paid as per the invoice date, the Administrator will notify the parent/carer in writing. Please refer to the non-payment procedure detailed in this policy.
2. Parents/carers are encouraged to speak to the Administrator if they have any query about the fee policy, or if for any reason, they are likely to have difficulty in making payment on time. Parent/ carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the Nursery.
3. Legal proceedings will be made via the small claims court for any unpaid fees if payment is not made through previous payment request letters. Parents/carers will receive a letter stating that legal proceedings have started.

## **8. Non-Payment Procedure**

Each child's attendance at the nursery is conditional upon continued payment of any necessary fees. The following procedure will be taken if a child's fees fall in arrears from the date of the first bill and no alternative arrangements have been agreed between Parent/Carer and administrator:

1. A letter of correspondence will be sent via email to parents informing them of the arrears and requesting they make arrangements with the Administrator to pay the arrears.
2. If no payment is made within seven days, a second letter will be sent informing them of the arrears again and the importance of contacting the Administrator.
3. If no payment is made within a further seven days, a third and final letter will be sent allowing them a final three days to contact and pay.
4. If no contact or payment is made, the Nursery reserves the right to suspend the child's place until the arrears are paid in full and seek legal action. However, if your child is in receipt of EY funded hours from the government, these hours will continue to be provided if they are not being claimed from another provider. Additional hours will not be provided until arrears are settled.

## **9. Change in Sessions**

Parents may request a change in sessions with the Nursery Manager, however we ask that this is made in writing. The Manager will endeavour to respond to the request within 5 working days of receipt. We request a 4 week notice period for changes although we will endeavour to work with you to make amendments sooner if feasible. Requests for additional hours are subject to sessions being available and staffing ratios.

## **10. Termination of the contract**

### **Nursery**

10.1. The Nursery reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the nonpayment procedure, at all other times one month's notice in writing will be given.

### **Parent /Carer**

10.2. Four weeks' notice must be given to the Nursery to terminate a child's place, if written notice is not received four weeks fees will be charged, and Early Years Entitlement for the four weeks will be claimed.

10.3. Each child's attendance at the Nursery is conditional upon continued payment of any necessary fees. If payment falls four weeks in arrears or amounts to more than the Directors think is reasonable the Nursery reserves the right to suspend the child's place until the arrears are paid in full.

## **11. Review of Fees**

Fees are reviewed each year to consider salary and running costs of the nursery, an annual fee increase will come into effect from 1<sup>st</sup> September.

The Nursery will inform parents/carers of any changes to fees by 1<sup>st</sup> June, this will be in writing and displayed in the setting.