



## **Nursery Fees Policy**

### **Policy statement**

We aim for our setting Little Discoverers to be realistic and flexible with our fees and payment policy whilst being competitive in the nursery market place; however it is necessary within our nursery to have set guidelines so we are all clear of our expectations.

This policy details our session times, invoicing processes, sibling discounts, fees, and funding entitlements, all of which are made clear so that parents/carers have a comprehensive procedure to follow.

We have a duty to share and collect information to provide parents/carers with an informed choice, offer flexibility and to check entitlements, whilst adhering to statutory guidance and local provider agreements.

Fees, additional funding, government funding, childcare tax, employer voucher schemes and arrangements are all detailed clearly.

Reviews, increases, and notice periods are made clear and in line with the provision that we offer, all aspects of sustainability and our parents/carers contracts.

We are required to meet the needs of all children and comply with the registration requirements of Ofsted. Details of additional and/or optional services and charges for meals, consumables, outings, and extra curriculum provision are in line with parent/carer contracts and provider agreements.

- On registering your child at Little Discoverers, a contracting parent will sign to say they agree with the nursery policy on fee payment. Fees are payable for a full half term, an invoice will be issued and a date will be set for payments to be made by. As Little Discoverers is a term time nursery, you will not be expected to pay during the holidays.
- In all cases fees are payable termly and cover all sessions for which the child is enrolled – including any sessions not attended by the child for instance due to illness.
- Once your child has been registered with us you will be invoiced for the sessions you have booked for your child until we receive your written notice, as these are classed as permanent bookings.
- Upon leaving the nursery four weeks written notice is needed to cancel this contract and to pay for all sessions during the 4 week notice period. If you leave before the notice period ends you will still be liable for the fees during this period.
- Four weeks written notice is required to decrease sessions.
- All fees should be paid in advance and in full for the term your child is attending by cash, card, cheque.
- A minimum of 5 sessions is required for booking

### **Funding Available**

There are a number of funding options to help parents/carers with childcare costs.

- **Childcare Vouchers**



Childcare vouchers are one of the ways in which employers can help their staff with the cost of childcare.

- **Tax Credit**

Tax Credits are provided by the Government to help Parents/Carers with cost of childcare. The amount available through tax credits is dependent on individual circumstances.

- **Nursery Education Grant**

Nursery Education Grant (also known as Free Education) is available from the term following your child's third birthday. In some cases (if you are on income support) you can be eligible for Free Education from your child's 2<sup>nd</sup> birthday. This entitlement provides 570 free hours per year.

- Funded hours
  - 15 hour funding – 8.15am-11.15 or 12pm-3pm
  - 30 hour funding – 8.15am-3pm
  - Parents/carers will be required to fully complete a Parent Declaration Form in order to claim any funding.
  - If parents/carers are splitting their entitlement, ensure that parents/carers will inform us whether the hours they are claiming are universal or extended – there is provision for this on the Parent Declaration Form
  - We will claim funding from the Local Authority

### **Late and Non Payment of Fees Policy**

- The nursery would try to avoid any situation which would lead to a dispute between the nursery and the parent over the late payment or, in extreme cases, non-payment of fees.
- The parents must understand that non-payment of fees may jeopardise the place.
- We accept payments to our Nursery bank account, cash and cheques.
- If the payment has not been settled in full in 4 weeks the Nursery can then demand that the parents of the child withdraw the nursery place until the full amount has been settled.
- After 8 weeks of Non-payment court proceedings will be initiated. All legal and court costs will be included in the final bill amount outstanding including any tracing fees.
- If parent's at any time experience payment difficulties please talk to the Nursery Manager, who will endeavour to help with any situation,
- If the child no longer wish to use the place, parents must agree to give 4 weeks of notice of their intention to leave and should understand that they will be required to pay the fees due during the whole notice period.
- The fees may be subject to periodic reviews, increases will be notified at least one month in advance.
- If a child is unwell or absent they will still have to pay fees

### **Prices**

Half day = £ 17



Full Day = £30

**Reviewed: August 2024**