

## Hall Farm Nursery School

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## 6.2 Charging Policy

### Policy statement

Our setting operates a fair and consistent charging policy – this document outlines all costs and charges as applicable. Fees and meal charges are reviewed annually and at least one month's advance notice will be given should fees be changed.

Our current fee structure across the nursery is as follows:-

Hourly rate: £5.25 – this rate is inclusive of any consumables, drinks and snacks.

We offer the option of providing home cooked meals, made on site throughout the day. Families are able to provide their own meals but should they choose to have nursery meals the charges are as follows:

Meals per day (optional)

Breakfast: £0.70

Hot lunch: £2.50

Tea: £1.50

Nursery operates all year round and is open throughout all school holidays, with the exception of the following closures, when no charge will be made

- All bank holidays
- Period between Christmas and New Year (dates to be notified on an annual basis).

The nursery reserves the right to close for staff training or for nursery development whereby advance notice will be given – no charge will be made for these days.

In the event of unforeseen circumstances such as

- Extreme weather conditions
- Damage to premises/property (including floods, power cuts etc)
- High levels of staff sickness
- Child sickness as per Health Protection Agency guidance then the nursery may need to close at short notice.

In such situations, a refund of fees would be made for any hours nursery closes.

Children in receipt of 2 or 3 & 4 -year-old funding will only receive a refund of any additional hours/meal charges, as the funded hours will already have been claimed in advance.

Sibling discount – a discount is available for the oldest child if both children attend nursery for more than 20 hours a week, attend all year round and pay full fees. This however is not available if your child is in receipt of government funding (either the 2 year or 3&4 year old funding).

An invoice is sent via the parent link at the beginning of each month for fees in advance. Payments are due within 10 days of receipt of invoice. A 5% charge will incur if late payment is received. Parents/carers should notify the office if they do not receive their monthly invoice.

Payments can be made by cash, bank transfers, debit and credit cards. Our preferred method of payment is directly into our bank – if you pay by this method please quote your child's name as a reference.

Our bank details are: **Sort code 20.99.08 account number: 03070158**

We accept all major childcare vouchers being issued by employers as well as the government Tax Free Childcare voucher scheme.

Receipts are issued on request.

### **Procedures for non-payments**

A 5% charge will be automatically added to invoices if payments are not received within one month of receiving invoice.

The parent/person responsible for payment will be contacted by the accounts department to discuss.

After 2 months of non-payment, accounts department will refer to the business proprietor and advise of situation. If payment is not received at this point, we reserve the right to withdraw the child's Nursery place.

Extenuating circumstances will always be taken into consideration.

Nursery may propose or consider a payment plan to ensure any outstanding balances are cleared. This is at the discretionary agreement of the accounts department and failure to meet such payments as agreed by both parties, might also result in withdrawal of the nursery place. The non-payment will be referred to a debt collection agency, which could ultimately result in court action.

If a child leaves Nursery and an outstanding balance is still owing at this point, it is the responsibility of the person/persons who signed the registration form to pay this. Should no payments be received, a debt- collection agency will be instructed to chase any outstanding balances.

### **Additional Charges**

From time to time, the nursery may take part in special events whereby additional charges may apply. For example, visits or trips, Christmas parties etc. Attendance to such events is optional and will be agreed in advance with families.

### Consumables and Additional Services Charge for 3&4 Year Old Funded Children

If your child claims the 3 and 4 year old Early Education funding for their sessions, as a nursery we will add an optional £1 per funded hour to your monthly invoice. This is to cover any consumables and additional services we provide for your child.

Government Funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

### Administration Fee

We do not charge a deposit or registration fee to secure a childcare place. However, we make a charge to contribute towards the cost of 2 settling in sessions and the administration needed to set up your child's place (organising staffing/preparing all necessary paperwork). This fee (currently £30) is charged to all parents/carers when they first register their child/children. This fee is only refundable when Hall Farm is unable to offer a place or offer any alternative sessions. If your child is entitled to early education funding, the first funded session will commence after the final settling in session.

### Drop off/collection times

Session fees at the hourly rate are charged to reflect the start and finish times booked in for each child. Classrooms are staffed according to the number of children we have booked in at

these times. Should children be dropped off earlier than the start of their booked in session time or collected late, it may make our staff ratio under the required regulations. Therefore, we have to make a charge into the next hour to cover having to staff the rooms as necessary. This charge will be added to the next monthly invoice.

Late pick up – collection after 6 pm will incur a £10 charge.

#### Holidays

Our holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year. Children attending all year round are entitled to 2 weeks holiday, which is calculated on a pro rata basis if children start part way through the year. This means that no charge will be made for two weeks of the child's normal attendance pattern. For example, if the child were booked in to attend 2 days per week, then the holiday entitlement for the whole year would be 4 days. Such holiday must be booked via the office and by giving one month's written notice (email is acceptable). Any holidays taken outside of the annual entitlement will still be charged and fees must be paid for any such sessions in full.

Children who attend term time only are not entitled to any holiday sessions. If they do not attend at any time during term time, these sessions are still chargeable.

#### Sickness

If your child is unwell or does not attend, their session remains reserved for them and still has to be paid for (unless using holiday entitlement – see above). Please also read our Sickness Policy.

#### Termination / Changes to Sessions

If you wish to withdraw your child's place from nursery or cancel/change a session, we require one month's written notice.

#### **Early Education Funding Entitlement (Funded by the Local Authority)**

Any children taking up an Early Education Entitlement place have the option to bring in their own food or to have meals provided by nursery. The charges should this option be chosen are detailed on page 1 of this document.

The Early Education entitlements will be delivered consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

### 3 & 4 Year Old Children

All 3 and 4 year old children are entitled to receive 15 hours funded child care per week term time only, from the beginning of the term following their 3<sup>rd</sup> birthday. This is known as the Universal Entitlement.

In order for nursery to claim the funded entitlement all parents/carers of eligible children are required to complete a Parent Claim form on a termly basis.

Any additional hours attended outside of the funded entitlement will be charged in full at the nursery hourly session rate and will be detailed on your invoice.

Early Education Funding entitlement may be taken flexibly, meeting the LA criteria as detailed on the claim form and Early Education Factsheet. Places will be offered dependent on availability of sessions and as per our Admissions Policy. Whilst we do our best to be as flexible as possible, our fixed morning and afternoon session times must be adhered to.

Some children will be entitled to take advantage of the Extended Offer whereby if eligible and all criteria are met, they will be entitled to an extra 15 hours per week, meaning up to a total of 30 hours per week funded nursery education. To check eligibility for the Extended Offer entitlement, parents/carers must go to:-

<http://childcare-support.tax.service.gov.uk/par/app/applynow>.

If eligible to receive this, you will receive an 11 digit code directly from HMRC which is valid for 90 days. This code will need to be provided on the termly parent claim form (detailed above) which will be validated with the local authority. It is the parent/carers responsibility to keep their details up to date to continue to check and retain eligibility on an ongoing basis.

Eligibility codes must be obtained before the start of the claim period. Parents that receive a code after the start date will not be able to access the extra 15 hours until the following claim period.

Certain changes in circumstances may mean that a child may become ineligible for the extended offer entitlement. When a child's parents cease to meet the eligibility criteria as determined by HMRC, they will enter a grace period of time whereby the local authority will continue to fund the child's place. We will be notified by the local authority where a parent has fallen out of eligibility and we will be informed of the grace period end date. It is the

parent/carer's responsibility to pay any charges outside the grace period if they become ineligible.

### 2 year old Funding

The funding entitlement for two year olds is limited to families who meet the eligibility criteria listed on the parent claim form. A child will be entitled to a funded childcare place from the beginning of the claim period after their second birthday. The funded childcare hours are offered to parent/carers over 3 claim periods. For each claim period there is a recommended number of funded hours available (based on 3 hours per day). As per the 3 & 4 year old funding, any additional hours attended outside of the funded entitlement, will be charged in full at the nursery hourly session rate and will be detailed on your invoice.

Funding (for both 2 and 3 & 4 year olds) cannot be allocated to sessions when children are on holiday. Funding can only be claimed for actual attendance (funding can be applied for the occasional day off due to sickness.) for further information please read the parent booklet which can be emailed to you or a copy of this can be found in the office.

### **Further guidance**

<http://www.norfolk.gov.uk/Children-and-families>

[http://www.norfolk.gov.uk/Childrens\\_services/Family\\_information\\_and\\_childcare/Free\\_childcare\\_and\\_learning/Two-year-old\\_free\\_childcare/index.htm](http://www.norfolk.gov.uk/Childrens_services/Family_information_and_childcare/Free_childcare_and_learning/Two-year-old_free_childcare/index.htm)

<https://childcare-support.tax.service.gov.uk/>

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**Reviewed: 05.02.2019**

**Managers Signature .....**