

Southville Day Nursery Fees Policy April 2022

This fee policy forms part of the contract with the Legal guardian/s and the nursery setting. *The term Legal Guardian applies to parent's, carers, foster carers and any persons responsible for the care of child booked into settings.*

We are open from 7.30am to 6pm Monday to Friday all year, except bank holidays and between Christmas and New Year. We do not charge for bank holidays or the week between Christmas and New Year.

Parents on different sessions are honoured until the child leaves the setting or changes their sessions.

Fee Structure and Early Years Entitlement

Our fee structure is £5.30 an hour we are open from 7.30 – 6pm.

We accept children on the 2 year old funding, 3 and 4 year old funding and 30 hours funding.

The hours that your child is booked in for are the hours that you will be charged for. If you choose to only use part of the booked hours you will still be charged / funding still be claimed.

For all children accessing funded hours there is an additional food cost.

Meal	Cost
Breakfast	80p
Lunch	£2.45
Tea	£1.40

On enrolment an administration fee of £10 is required for all children. Fee paying children including children on EYE funding purchasing additional hours are required to pay a deposit of two week's fees. Should your child's weekly fees be less than £50 a deposit of £50.00 is required instead (The deposit is not required for children accessing EYE funding only, a deposit is required for additional hours).

Deposits are to secure a place and are non-refundable should you not take up your place, at time of booking. Upon leaving nursery subject to account being up to date the deposit will be refunded. The administration fee of £10 is non-refundable, if 3 months elapses from your proposed start date and there is no contact we destroy all information held on file for data security purposes and should you wish to reapply for a place the £10 administration fee and deposit is required. The deposit and administration fee is due before the child starts at the nursery.

- It is the responsibility of the legal guardians to apply for 2 year old funding and the extended hours funding. Legal guardians will be liable for fees if their claim lapses and the funded hours cannot be claimed by the nursery.
- Legal guardians need to provide the child's birth certificate and relevant parents information e.g. National Insurance numbers, prior to the place being agreed.
- We offer the 'stretched funding' offer throughout the year and this will be reflected on your invoice. All additional hours will be charged as per our fee structure.

15 HOURS UNIVERSAL ENTITLEMENT is 210 hours in the autumn term, (equates to 14 weeks), 165 hours in the spring term (equates to 11 weeks), and 195 hours in the summer term (equates to 13 weeks). This equals 510 hours over 38 weeks in total. Parents can claim 15 hours a week over 2 or more days. Stretched funding equates to 47.5 hours a month for 12 months. 30 HOURS ENTITLEMENT FOR WORKING PARENTS From 1st September 2017 parents who earn equivalent to 16 hours at minimum wage or more, may be entitled to claim an additional 15 hours of funded child care.

For parents with children attending more than their funded hours term time only or more than their stretched hours, their invoice will reflect additional hours at the hourly rate of £5.30

In order to see whether you qualify for these additional hours visit www.go.uk/childcare-calculate . If you are eligible you will receive your 30 hours code which you must present, please ask for a 30 hours nursery form.

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We will confirm your code before your 30 hours place is secured. We will inform you when this is done. It is the parent's responsibility to inform the local authority if you are no longer entitled to 30 hours (ie you stop working or reduce your hours). You will then enter a 'Grace period' by the end of which your child will no longer be able to take up more than their 15 hours 'basic entitlement' the notice period is still required or we will invoice current sessions booked. Funding cannot initially start in the grace period.

A maximum of 10 hours can be claimed in anyone day. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total. Legal guardians will be responsible for any fees incurred if you do not inform us of changes.

Sibling discounts apply to families where 2 or more children are invoiced for hours above and beyond the early years universal or extended funding, not including food. The discount is applied to the oldest child. We offer a 7.5% discount for children accessing a full day 7.30am – 6pm.

Holiday Club Childcare

We offer holiday childcare for the hours we are open for children of school age. A child qualifies for the reduced rate once they have started school in the September. The prices below include all food.

Daily 7.30-6.00	£25
Am Session 7.30-1	£15
PM Session inc lunch 12-6.00	£15
PM Session 1-6.00	£10

Terms & Conditions

- The Management periodically reviews fees and policies and Legal Guardian's will be given a months' notice in writing of any changes.
- The nursery works on a 51 week charge. Should Legal Guardian's wish to apply for a term time only place (inc additional hours above and beyond funded hours) a retainer of a child's hours or a maximum of £10 will be charged per week of holiday.
- In the case of a child being absent due to sickness full fees will be charged. In cases of long term sickness, this will be reviewed by the management.
- In terms of government imposed Covid self isolation, fees will not be charged but county funding guidelines will be adhered to.
- EYE funding will continue to be claimed in a funding period regardless of sickness or family holidays.
- Up to 2 weeks agreed holiday can be taken by children **not** accessing funded hours, at half fees. Term time only children paying a retainer or reducing hours are not entitled to the 2 week holiday discount
- Children remaining beyond their booked hours, including late collection, will incur additional costs, in half hour increments.
- The setting may be contacted by third parties regarding fees (eg:HMRC or SCC).
- For any change of hours, a month's notice is required in writing. We will try to accommodate the changes as soon as possible.
- If the Nursery is closed and you cannot access childcare you will not be charged, this includes bad weather or Covid. If the nursery is open but you choose to keep your child off we will still charge you your normal session price.
- Amendments to invoices including holiday and deductions in food changes will be shown on the following months invoice.

Payment

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- Legal Guardians will receive an invoice for all hours and additional costs at the start of each month. Amendments for that month will be made on the following months invoice.
- **Payment due on or before the 10th of the invoiced month.**
- We accept payment by direct payment, standing order, child care vouchers and cash.

Name **EFGA RE SOUTHVILLE DAY NURSERY**

Bank NatWest (Cheltenham Branch)
31 Promenade
Cheltenham
GL50 1LH

Sort Code

6	0	0	5	1	6
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Account Number

1	8	5	3	4	2	2	8
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Please quote child's name as reference

- In the event of invoice becoming outstanding contact with the Legal Guardian will be made by the management team.
- If invoice is cleared then no further action is taken.
- In the event of the invoice still remaining outstanding a discussion between management team and legal guardian to be arranged and an immediate reduction in service will be implemented. (This may include meals for EYE funded children or a reduction in hours.) Our aim is to enable the child to attend at the setting while the Legal Guardian does not incur more debt.
- A weekly payment plan is drawn up at this stage to include weekly provision (hours / food) and repayment of debt, this remains in place until the debt is cleared
- Failure to work alongside the repayment plan will result in the child's place being terminated. **This includes funded places too.**
- This does not affect a child's right to entitlement of EYE funding at another setting.
- Legal advice will be sought for the recovery of any outstanding fees or charges. This may include instructing a debt collecting agency. **Administration fees may be added to the outstanding debt by either the Nursery or the instructed company.**
- Upon the debt being cleared and a space being available, the legal guardian can apply for a place for child or siblings.
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Notice

- We have the right to terminate a child's space if the setting feels the Legal Guardian / person collecting the child is acting or behaving in an unwanted way with immediate effect.
- If you wish to cancel your child's space at the setting a month's written notice is required or month's fees in lieu will be charged. This includes EYE funding where 4 weeks of funding will be claimed.
- Where there is unexplained absences from nursery we will make every effort to contact parent/carer to ascertain any reason for this absence, we will log all efforts of contact made. (Please refer to Child Protection and Safeguarding policy) If after 2 weeks every effort has been made and there is no response from parent/carer we will conclude that you no longer require the place and charge 4 weeks' notice to the account. We will also notify the funding team and following the procedure below for collection of unpaid accounts.