




“I have come in order that you might have life – life in all its fullness.”
John 10:10

Nursery Fees Policy (2017–18)

Policy accepted by FGB on:	28/6/2017
Next review:	Summer 2018
Signed (Chair of Governors):	
Statutory policy: Yes/No	On school website: Yes/No

NURSERY FEES POLICY (2017–18)

(This policy covers the period from 1st September 2017 to 31st August 2018 and should be read in conjunction with our Nursery Admissions Policy.)

1. Aims

- To create the most outstanding Early Years setting in Mendip – a first class learning environment which is nurturing, safe-yet-challenging and beautiful; where each child’s uniqueness is understood and celebrated by practitioners who remain mindful of the characteristics needed to learn.
- To ensure all pupils make outstanding progress throughout the Early Years.
- To ensure that the admissions policy is equitable and fair, and benefits the maximum number of children.
- To ensure that the admission of pupils to Christ Church School Nursery enables staff to maintain the balance and smooth running of the nursery and the provision of the full curriculum over five days, Monday to Friday during school term times.
- To provide parents with greater accessibility and flexibility during school term times by offering additional “paid for” morning and afternoon sessions (with the option of a supervised lunch hour each day).

2. Fees and payments

In order to ensure that Nursery numbers are balanced across the morning and afternoon sessions, and across the week, we expect bookings to be made for one of the options (below) a whole term at a time in advance.

Deductions to fees based on the Early Years Entitlement (or any similar funding scheme) will be calculated on an individual basis.

2.1 Booking options (from 1st September 2017)

Session Options	Christ Church C of E First School Nursery Fees	Cost of ONE session	Cost of FIVE sessions
A	Morning, 8.30–11.30am (NO lunch)	3 hours x £4.85/hr = £14.55	5 mornings (@ £14.55/session) = £72.75
B	Morning, 8.30am–12.30pm (incl. “paid for” childcare with the option of a school lunch for an extra £2.30*)	(3 hrs x £4.85/hr) + (£5 lunchtime supervision) * = £19.55	5 mornings PLUS lunchtime supervision * (@ £19.55/session) = £97.75
C	Afternoon, 12.30–3.30pm (NO lunch)	3 hours x £4.85/hr = £14.55	5 afternoons (@ £14.55/session) = £72.75
D	Afternoon, 11.30am–3.30pm (incl. “paid for” childcare with the option of a school lunch for an extra £2.30*)	(3 hrs x £4.85/hr) + (£5 lunchtime supervision) * = £19.55	5 afternoons PLUS lunchtime supervision * (@ £19.55/session) = £97.75
E	Full day, 8.30–11.30am & 12.30–3.30pm (NO lunch; children are collected at 11.30am and brought back at 12.30pm)	6 hours x £4.85/hr = £29.10	5 full days with NO lunchtime supervision * (@ £29.10/day) = £145.50
F	Full day, 8.30am–3.30pm (incl. “paid for” childcare with the option of a school lunch for an extra £2.30*)	(6 hrs x £4.85/hr) + (£5 lunchtime supervision) * = £34.10	5 full days incl. lunchtime supervision * (@ £34.10/day) = £170.50

* Parents/carers may provide their child with a packed lunch but we would strongly encourage purchase of a cooked school lunch for £2.30.

For more details about booking options read the “Rules” section of the Nursery Admissions Policy.

During the morning and afternoon sessions a snack is provided for which a voluntary contribution of £0.50 per day is requested.

EYE-funded sessions (see section 3, below) can be accessed as:

- a) five mornings per week (15 hours)
- b) five afternoons per week (15 hours)
- c) a combination of full and half days, e.g. over two-and-a-half full days (15 hours).

Subject to availability, additional sessions may be booked (see table, above, for details).

Christ Church will offer a place at Nursery the term after their second birthday.

Once the availability of a place is confirmed, a letter will be sent to parents.

2.2 Changing sessions

Once booked, a child’s sessions (see options A – E in section 2.1, above) cannot be swapped for other ones until the next booking window prior to the next term. Parents/carers will automatically be offered the same booking option as last time unless they wish to change. Any change will depend upon availability which will, in turn, depend upon legal staff:pupil ratios and the economic sustainability of that option for the Nursery.

2.3 Charging, fees and penalties

- **Fees are payable monthly and in advance**, and are invoiced at the beginning of each month (nearest to the 1st of each month). Our payment terms are 14 days.
- **Fees can be paid online bank transfer, cash or cheque.** We accept childcare vouchers that cover the whole or part of the payment and are registered with several providers to accept this method.
- **We require 4 weeks’ written notice for the cancellation of a place at Nursery or fees due for 4 weeks’ notice in lieu.**
- Fees are still applied for any periods of absence due to illness or holiday taken within term-time.
- Fees are still applied if a child is sent home from Nursery due to sickness or injury.
- If hospitalisation is necessary for an extended period of time (e.g. one month or more) the Nursery will review the application of fees charged on an individual basis.
- In the event of closure due to unforeseen circumstances (e.g. severe weather conditions, flooding, boiler failure, etc.) the Nursery will continue to charge for the service.

2.4 Late collection

A penalty of £5.00 for every 15 minutes after a child should have been picked up late at the end of their booked session.

2.5 Non-payment of fees procedure

We are sympathetic to financial difficulty and will discuss a payment plan to suit a parent/carer's personal circumstances.

A) FEES ONE WEEK OVERDUE: The School Business Manager will phone and/or write to parents/carers to advise them of the outstanding balance and ask them to settle their account.

B) FEES TWO WEEKS OVERDUE: After 14 days a letter from the Headteacher will be sent parents/carers (within 4 weeks of the original invoice), explaining that *if fees remain unpaid for a further 14 days then:*

- ***a late penalty fee of £30.00 will be added to the outstanding amount,*** and
- ***the child's place at Nursery may be terminated with immediate effect,*** and
- ***the total debt owed (all unpaid fees and penalties) may be sought through proceedings at a Small Claims Court.***

C) FEES FOUR WEEKS OVERDUE: Should fees remain unpaid after 14 days from the date of the Headteacher's (first) letter (see B, above) a second letter will be sent from the Headteacher requesting payment within 14 days of the date of that (second) letter explaining the consequences (see B, above).

D) FEES SIX WEEKS OVERDUE: If fees remain unpaid after 14 days from the date of the second Headteacher's letter (see C, above) the consequences set out in the Headteacher's (first) letter (see B, above) will be actioned.

3. Early Years Entitlement (EYE)

We are in receipt of Early Years Entitlement (EYE) for three and four year olds. This is available to each child in the funding period after a child's 3rd birthday and will last for three funding periods.

This is all processed by the Nursery and parents/carers will be asked to fill in the necessary forms to claim the entitlement. It is the parent/carer's responsibility to produce the necessary documentation as requested by the nursery. Failure to provide the legal documentation means the parent/carer will be charged the Nursery's normal fees as we will be unable to claim the EYE or 2 year-old funding.

To claim the Early Years Entitlement the following information is needed:

- Child's legal documentation: birth certificate or passport.
- EYE parent declaration form completed at the onset of claiming funding.
- Registration form completed.
- For 2 year old funding, a copy of letter confirming eligibility.

Parents/carers may use more than one provider but they can only claim the maximum entitlement of hours per funding period in total.

4. 2 year-old funding

Application forms to claim for a 2 year old funded place are available in the Nursery. Parents who may be eligible for funding will be in receipt of any of the following:

- Income support (IS).
- Employment 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 with an annual taxable income (as assessed by HMRC) of less than £16,190.
- Children who are 2 and attract Disability Living Allowance.
- Children who are 2 and have a statement of Special Educational Needs.
- Children who are 2 and have been adopted, or who have left care through special guardianship or residence orders.

Further advice is available on 0300 123 2224.

To claim funding for 2 year-olds the following information is needed by the Nursery:

- Child's legal documentation-birth certificate, passport
- The nursery will need to see the letter held by the parent which states that their child
is eligible for 2 year old funding

All fees charged relate to those hours or weeks not funded by the Early Years Entitlement. Should a booking last longer than the EYE available on any given day, parents are required to pay for that part of the session that exceeds the EYE allowance. Parents will therefore be required to pay for any hours/weeks that exceed the EYE allowance.

Any additional costs incurred outside of the normal operating conditions for the Nursery or any additional service which the Christ Church C of E First School Nursery provides will be added to charges made.

5. Working Tax Credit

If parents/carers receive Working Tax Credit they may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM Revenue and Customs (HMRC) website:
www.hmrc.gov.uk/taxcredits

6. Childcare vouchers

To date we are registered with the following organisations that distribute childcare vouchers:

- BATH & NORTH EAST SOMERSET
- COMPUTERSHARE VOUCHER SCHEME
- SOUTH GLOUCESTERSHIRE COUNCIL
- KIDDIVOUCHERS
- CARE4

Payment is through paper voucher or electronically to suit the parent/carer.

7. Termination of the contract – Nursery

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 non-payment procedure, at all other times one month's notice in writing will be given.

8. Termination of the contract – Parents/carers

Four weeks' written notice must be given to the setting to terminate a child's place. If written notice is not received four weeks' fees will still be charged, and the Early Years Entitlement will be claimed. Four weeks' notice is also required for a reduction in booked hours.

9. Renewal of fees policy

This fee policy will be reviewed by the Headteacher and School Business Manager in April 2018. The policy and rate for fees is reviewed on an annual basis to enable the Nursery to cover the running costs of the setting and to continue to provide a high quality of care.

Appendix 1: Terms and Conditions statement (as included on the Termly Booking Form)

Terms and Conditions

I confirm that I have read, understood and accept the Christ Church School *Nursery Fees Policy (2017–18)* and accept these as the Terms and Conditions for this booking. I understand that if I do not pay fees on time then my child's Nursery place may be terminated. I understand that refunds cannot be made for any cancellations.

Parent/Carer name:

Signature:

Date: