



Approved by Headteacher	Autumn 2023
Review	Autumn 2024

Nursery Fees Policy

Policy Statement

All children are eligible for Free Early Years Entitlement, formerly known as Nursery Education Funding, for 38 weeks per year from the term after their 3rd birthday. Each child is entitled to 15 hours per week, which can be taken flexibly over a minimum of 2 days each week and can be divided between different childcare providers. Children may also be entitled to 30 hour free child care per week, depending upon eligibility.

Additional sessions must be paid for directly to the Nursery. Some 2 year old children are entitled to 15 hours per week for 38 weeks of free early years funding as well, depending on whether their family meets the criteria for this. This funding is known as 24U, and more information can be obtained from speaking to the Nursery Leader.

Our fees are payable in advance and on time. Late payments are not acceptable without an explanation and an individual payment plan being devised.

Fees continue to be payable if a child is absent for a short time. In the case of absence a child's place will be kept open for them if in receipt of Free Early Years Entitlement or because the fees are paid. In the case of non-permanent closure e.g. for a day due to severe weather, all fees are non-refundable.

Procedures

The nursery is registered with Shropshire Council to provide Free Early Years Entitlement.

From the term after their third birthday, each 3 year and 4 year old child is eligible for Free Early Years Entitlement, which means they are entitled to 15 hours per week of nursery education in term-time free of charge. If eligible, the child may also receive up to 30 hours free nursery education.

Parents/carers are asked to complete a Parental Declaration each term to request that the nursery claims the funding from Shropshire Council for their child. This declaration needs to be completed and signed each term in which their child will be in receipt of

Free Early Years Entitlement. Parents must notify the nursery leader if their child attends more than one childcare provider.

Additional sessions and lunch club fees will be invoiced as detailed below.

Fees are reviewed annually and any fee increases will be notified the term prior to the increase.

Procedure for the collection of Nursery fees

Fees are usually invoiced in advance at the start of each half term. Please speak in confidence to the school administrator if you are having difficulty paying the nursery fees, and alternative payment arrangements can be made e.g. weekly.

The procedure for the collection of fees each month is as follows:

1. Parents/carers will be issued with an invoice at the beginning of each half term detailing the fees due for that half term.
2. Fees are to be paid by the date on the bill.
3. We accept payments on our School Money System.
4. Any queries should be addressed to the Nursery Leader or school office.
5. If payment has still not been received by the due date, the 'Late payment of fees' procedure will be followed (see below).

The management committee appreciates the prompt payment of fees as this ensures that the staff can be paid promptly and other bills paid on time. This aids the efficient running of the nursery.

All parents will be given a copy of this 'Fee policy and procedure', and they will be asked to sign to confirm that they have received and agree to it.

Fees during illness and holidays,

- Fees are payable if a child is absent for any reason.
- If a child is absent for a period of more than 3 weeks e.g. due to a hospital stay, parents will need to speak to the Nursery Leader in confidence and a discounted fee arrangement may be made.

Fees due during notice periods

- Requests to change the sessions which a child attends the nursery must be made at least 2 weeks in advance. Each request will be considered if sessions are available.
- A minimum of 2 weeks notice is required in writing prior to a child leaving the nursery, unless the child is leaving to attend school.

- If notice periods are not observed, 2 weeks fees in lieu of notice will be due. This amount will be invoiced and payable prior to the child leaving the nursery.

Late payment of fees

We aim to help parents/carers to pay all fees due by offering a flexible payment system, and following a fair procedure. If parents are having problems paying their child's fees on time, they should speak in confidence to either the Nursery Leader or school administrator. An individual payment plan can be put in place so that parents can pay smaller amounts more regularly e.g. daily or weekly.

If such an arrangement has not been made, then the following procedure will apply:

1. If payment has not been received by the date on the bill, and no approach to the Nursery Leader or administrator has been made, then a reminder invoice will be issued.
2. If full payment has not been received a week following the issue of the reminder, then a final warning will be issued giving the parent/carer one week to pay the full amount due. A late payment fee will be charged for late payments on the following invoice.
3. Parents will also receive written notice of the removal of their child's fee-paying sessions at the nursery including lunch club. This will not apply to the child's funded sessions.
4. If payment has not been received by the final warning date, then the matter will be referred to the Headteacher.

Late Collection fees

At the end of your child's session it is important that they are collected on time. Payment is for three hour sessions only unless after school care has been arranged. We understand that some parents face difficulties arriving on time due to unforeseen circumstances. If the staff have not been notified prior to the end of the child's session that the parent/ person collecting the child will be late then the following charges will apply.

Collection- up to 10 minutes late £5
Collection- 10-20 minutes late £10
Collection 20-30 minutes late £15
Collection 40 minutes or more late £20

These measures may seem tough, but the Nursery operates on a tight budget. Therefore, it is very important that fees are paid on time, as these help us to pay our bills on time too. The income from fees is used to pay staff wages, premises costs, and resources for the children.