Bishops Lydeard Church School Nursery

Fees Policy

Aim: To provide parents with a clear understanding of how the Nursery collects its fees.

The Nursery is open term time only, with daily hours:

Monday	8.30am	3.30pm
Tuesday	8.30am	3.30pm
Wednesday	8.30am	3.30pm
Thursday	8.30am	3.30pm
Friday	8.30am	3.30pm

Universal Entitlement
All 3-year-old and 4-year-old children are entitled to 15 hours of funded childcare a week, up to a maximum of 570 hours each year. This will start in the funding period after your child's third birthday.

The funding periods are:

- Autumn – 1 September to 31 December
- Spring – 1 January to 31 March
- Summer – 1 April to 31 August

You do not need to apply for the universal entitlement, we will do this for you. To enable us to do so we will need to see a copy of your child's birth certificate and will ask you to sign a declaration form each term.

Working Family Entitlement
Working parents of 2, 3 and 4 year olds who meet certain criteria are entitled to 30 hours of funded childcare a week.

For further information about eligibility and how to apply for the working family entitlement, visit 30 hours childcare - Best Start in Life

Or Somerset Council: Funded childcare for working parents

If you are successful, you will receive an 11-digit eligibility code. We will ask you to complete a Working Family Code Check Consent form with this code and your National Insurance number before we verify the code with the Local Authority. Once the code is verified, a place can be confirmed for the funding period after your child becomes eligible.

You will need to reconfirm your eligibility every 3 months.

Supported Family Funding
Parents of 2-year-olds in receipt of certain support benefits may be entitled to 15 hours funded childcare.

For further information about eligibility and how to apply, visit:
Somerset Council Childcare funding for 2-year-olds

Changing settings
If a child moves to another setting, four weeks' notice must be given. If the child starts a new setting within the notice period, the parent cannot claim funding at both settings. Our fees must be paid in full for the notice period.

Invoices
If you are not entitled to funding or have used all your funded hours you will be invoiced for your child's attendance. Invoices will show funded hours and hours that require payment by parents.

If parents want to amend hours within the funding period, they must request this in writing.

Invoices will be sent monthly through Famly.

Fees must be paid by the date specified on the invoice.

If no payment is received by the specified date the Nursery will issue a reminder. If payment is not received after this date the parent will be informed that their child's place can no longer be retained unless payment is made immediately. Children will not be admitted if this payment is not made. A surcharge of 5% will be added to accounts unpaid, to cover additional administration costs.

Absences through holidays and sickness will be paid for.

Absences caused by long-term illness or through exceptional circumstances will be looked upon on an individual basis by the committee and payment reviewed accordingly. The Nursery may ask for written confirmation from a medical practitioner.

On Bank holidays and Inset days parents will not be charged.

A notice period of 4 weeks must be given prior to leaving.

Debt management
Parents experiencing difficulty with payment of fees are encouraged to discuss with the Management so that a payment schedule can be implemented. After all other avenues have been fully explored failure to comply can ultimately lead to legal proceedings being undertaken for full recovery of debt.

Fees
Fees for the 2026/2027 academic year are:

2-year-olds	£7.85/hour
3-year-olds and 4-year-olds	£5.95

The Nursery does not charge additional fees for snacks or incidental supplies. Finances and fees are regularly reviewed in relationship to this. Parents will be notified of any changes to our charges or policy by newsletter, and/or email.