



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, Monday – Friday, 9am – 3pm.

EARLY YEARS ENTITLEMENT (EYE)

This is paid the term after a child's 3rd birthday.

All children are entitled to 15 hours a week fully funded. This is known as the **UNIVERSAL** funded hours.

In our setting these hours can be claimed on any session:

Mornings	3 hours
Afternoons	3 hours
Full day	6 hours

As from September 2017 children whose parents meet the criteria will be able to access another 15 hours a week.

This is known as the **ADDITIONAL** funded hours. Information on this is available online at www.childcarechoices.gov.uk

The Nursery is registered to accept both the Universal and Additional Early Years Entitlement.

To receive this each parent/carer must supply the Nursery with a copy of their child's Birth Certificate or other legally accepted means of identification. Without this, the funding will not be paid and in these circumstances, the Nursery will charge the parent for all the hours they had attended in that, and any subsequent terms until the required documentation is received.

To receive the Additional EYE parents must apply to HMRC for a code, which they can use in recognised settings. Parents must also supply the setting with their National Insurance number and give permission to share this with Somerset County Council.

Without these the Nursery will not be able to accept the child for these additional hours.

It is the parent's responsibility to confirm their details have not changed each term with HMRC via email. If parents no longer qualify for Additional EYE parents will be charged the current rate if they continue to request these hours. Parents **MUST** reapply and confirm their eligibility every 3 months. If any parent no longer qualifies for the Additional hours, there is a 3 month grace period.

After the grace period parents are only entitled to claim Universal entitlement.

When all the hours offered by the EYE have been used in this or other settings, the

Nursery will charge the parent/carer the current rate of the setting for the excess hours.

Invoices will show hours claimed by EYE and hours that require payment by parents.

If parents are attending hours over their entitlement the invoice will indicate the amount due.

Parents can claim funding at **3** settings, including Bishops Lydeard Church School Nursery.

FUNDING FOR 2 YEAR OLDS

The Nursery is registered to accept funding for eligible children. Parents need to apply online to Somerset County Council for this funding, and they will receive a letter confirming their eligibility. The Nursery will need a copy of this letter. A copy of their child's Birth Certificate is also required to access the 15 hours available. If parents no longer qualify for 2 year old funding parents will be charged for any sessions attended by the child.

CHANGING SETTINGS

If a child moves to another setting, 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

ACCOUNTS and INVOICES

Parents must sign a declaration form each term, showing Universal and Additional hours.

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

Parent/Carers will receive an invoice at the beginning of each term, detailing the payment required for that term. It will show hours covered by EYE and hours requiring payment.

Payments must be made by Parent Pay

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 at on an individual basis and payment reviewed accordingly. The Nursery may ask for written confirmation from a medical practitioner.

In the event of emergency closure the children will be offered another session/s during that term.

On Bank holidays and known closures (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 Office 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

Hourly fee for all children 2023-2024

	Current Price (per hr)	Increase	New price from 15th April 2024 (per hr)
2 Year olds	£5.40	11%	£6.00
3/4 Year olds	£4.80	10%	£5.30

The Nursery does not charge additional fees for snacks or incidental supplies.

Parents will be notified of any changes to our charges or policy by newsletter and/or email.

September 2023