

Payment Policy

Fee Level

Nursery fees rise slightly each September, in line with nursery staff salary increases and also factoring in any additional rises in relation to the nursery budget.

There is a daily rate for students of **£85 per day** for staff and community users.

Application and Acceptance of Nursery Place

When you applied to go on the waiting list for a nursery place you should have paid a £100 deposit as an application fee.

When your child starts at the nursery please provide evidence of your £100 application payment and this will be refunded to you.

Fee Payment in Advance

Monthly invoices (with the exception of your September invoice) are payable by the 25th of each month and are payable in advance of using the nursery service, for example, October fees are due by 25th September.

Fees for September are payable during June/July in order to secure your nursery place. Further details will follow.

The Finance Department monitors payment of fees very closely and any parent that does not pay their fees by the 25th of the month, prior to using the service, is, unfortunately, not permitted to use the nursery provision.

Finance are working in close partnership with the nursery to ensure that payment of fees is made swiftly and the nursery will strictly only be accessible to parents who have paid their fees in advance.

The nursery relies on regular, prompt payment of fees in order to be financially sustainable and remain in operation. If you are experiencing any issues/difficulties with fee payment please speak to Karen immediately so that we can support you as best we can.

Calculation of Fees

Fees are payable from September throughout the nursery year until July (11 month period), they are payable over 'equal' monthly instalments each term. Fees are calculated on a termly basis.

For example, if your child attends nursery on a Monday, Tuesday and Wednesday, then during the Autumn term, for instance, (September to December), fees will be as follows:

Autumn term (term 1) consists of 16 weeks:

16 x Mondays, 16 x Tuesdays, 16 x Wednesdays = 48 days of nursery provision during term 1 = 48 days x £85 = £4,080

days divided by 4 months (Sept, Oct, Nov, Dec) = £1,020 per month payable

(minus any 2, 3 and 4 year old funding applicable)

In the Spring term (Jan, Feb, March) and Summer term (April, May, June, July) fees will be recalculated based on the number of weeks nursery provision used.

We believe that this makes fee paying and budgeting much easier for parents and for the nursery and Finance too.

Please refer to the nursery term dates provided for the coming nursery year, this is for reference and can help you to check that your invoices are correct as some charges will be more complex to work out; for example, we close for bank holidays, during the summer term, so this will be considered in the calculations if your child usually attends on any of the days that the spring bank holidays fall on.

3 and 4 Year Old Entitlement (Nursery Education Grant = NEG)

From the term after your child's third birthday they will receive 15 hours of free nursery provision/education.

The 15 free hours will always be calculated using the rate you currently pay (despite the Government only part funding the nursery hourly rate). NEG is funded by the Government for 38 weeks per year.

As the nursery is open for 44 weeks per year, we spread the entitlement over the 44 week period.

During the term before your child's third birthday we will ask you to complete a declaration form, which we then send back to the Local Authority, this details your child's attendance at the nursery in order to claim for funding.

Once you have completed the form, the nursery will apply for the funding on your behalf. It is paid directly to the nursery.

If your child is eligible for funding from the spring or summer term this will not show up on your autumn term invoice, full payment of fees is required until your child is eligible.

An invoice amount will be sent to you just before the spring/summer term, respectively, clearly detailing the NEG amount and, subsequently, your reduction in fees.

9 Month old / 2 Year Old Entitlement

Please refer to the nursery information booklet for details regarding 15 hours of free nursery provision for eligible parents.

Childcare Voucher Schemes

If you join the Government led tax-free childcare scheme please can you let Karen and Finance know immediately (along with any reference number that you are provided with for the scheme) so that any payments received are aligned to your account accordingly.

Please also put your child's name (and invoice number if possible) against any payments that are made.

Notice of Reduction of Days

Please note that if you would like to reduce the amount of days that your child attends nursery the **notice period is one term**, this gives the nursery adequate time to refill your child's space.

Your invoice amount will then be amended from the following term accordingly. On the contrary, if you would like to increase nursery days please speak to Karen or your child's key person and we will endeavour to accommodate if/when we can.

Queries regarding Invoices

All fee calculations and requests for Finance to raise invoices are made by the nursery, therefore, please note that if you have any queries relating to invoice



amounts/calculations or indeed anything around any payment policy matters please speak to Karen.

Please only refer your questions/queries to Finance if they are specific to an issue that only Finance can help you with, for example, if you want to check that a payment has been received or if you have a query regarding your statement/balance payable.

Please note, this policy forms part of your nursery contract. We appreciate your cooperation in advance with all financial matters included in this policy.