

Little Deers Day Nursery
Charging Policy and Procedure



STATEMENT OF INTENT

Little Deers Day Nursery believes that, all children deserve access to the provision, no matter what their creed, colour, or ability. It is our intention to make our nursery accessible to children and families from all sections of the local community.

All staff at Little Deers Day Nursery are aware that there is an unequivocal legal obligation to provide equal service to children, parents, and carers that the service comes into contact with.

AIMS

Little Deers Day Nursery is open to every family and community, all children and their parents have the right to expect and receive equal and individual treatment.

Little Deers Day Nursery operates a fee structure in line with this policy which is provided in our registration pack to all prospective parents upon their first visit to the nursery, it is also available on our website. A series of charges also apply for time used outside of booked sessions, funded sessions and late payment / collection fees.

METHODS

Nursery fees are payable monthly in advance on or before 1st of each month. Invoices are run on or around the 20th – 25th of each month in advance of the payment date and e-mailed to parents.

At the nursery's discretion fees maybe paid weekly, in some circumstances to allow access to our nursery for all families and members of the community. Payments made on this basis must be received by 6pm on the Friday of the previous week in order to remain in advance. Failure to comply will result in late payment charges for the first 7 days and suspension of the child's nursery place on the 8th day if full fees are not made within 7 days of the missed payment.

Nursery Fees will be reviewed annually each September. We reserve the right to review fees annually each April in line with the governments Early Years Education Free Entitlement Funding.

It is not possible to 'swap' sessions at any time, although extra 'ad hoc' sessions may be booked in addition to your regular sessions, subject to availability. Request forms are available from the nursery.

SESSIONAL FLEXIBILITY

We can accommodate late arrivals or early pick-ups, however we are unable to offer a reduction in fees, as we must be staffed from 8.00 am until 6.00 pm and places are reserved for the child's full session. Children present in the nursery prior to the start time of their booked session or are collected later than the end time of their booked session will be charged accordingly.

DEPOSITS

We require £100 deposit prior to each child starting nursery sessions including those who qualify for Early Years Education Funding, to secure their nursery place. This is offset as payment towards the first month's fees or refunded upon completion of the first month's attendance.

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CHILDCARE VOUCHERS

We accept all childcare vouchers.

Childcare Vouchers are Non-Taxable and exempt from National Insurance Contributions (N.I.C.) for employees and offer National Insurance reductions to employers. Childcare Vouchers have become the

recognised payment method for childcare. All eligible working parents, with children under 16, are entitled to Childcare Vouchers regardless of tax status.

TAX FREE CHILDCARE

Tax-Free Childcare is a government scheme for working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled)

For every £8 parents pay in, the government will add an extra £2, up to £2,000 per child - up to £500 every three months

When a parent registers for Tax-Free childcare, each child will be given a Tax-Free Childcare reference number which the parent must provide to the nursery in order for us to allocate payments from their HMRC account to their 'Parenta' account (our booking and invoicing system). Any over payments on account received from a parents Tax-Free Childcare account must be refunded to this account and not the parent's personal bank account.

TAX CREDIT / HOUSING ASSOCIATION / BENEFIT LETTER ETC. REQUESTS

An administration charge of £10 is payable for each request for copies of invoices, invoices breakdowns, receipts, statements of account and letters of confirmation of payment etc.

LATE COLLECTION FEE

Whilst flexible within our opening hours, charges are made for time used outside of a booked session. Children arriving early for their session or collected late will be charged for an additional hour at the hourly rate plus £5 per 5 minutes for the first 15 minutes and £10 per 5 minutes for the next 15 minutes. If a child is collected after 6pm or is still present on the premises, even with a parent or guardian after 6pm, the Late Collection Fee will be charged as above. Prompt collection of every child at the end of the day is appreciated. The main entrance will remain locked until 8am.

NOTICE PERIOD – NURSERY SESSIONS

A minimum of four weeks written notice to remove a child from Little Deers Day Nursery or to reduce sessions is required, although we do appreciate as much notice as possible. Failure to provide at least 4 weeks written notice will result in one month's fees in lieu or the deposit will not be refunded.

NOTICE PERIOD – PRE-SCHOOL SESSIONS

A notice period of half a term is required to make any changes to sessions for children in receipt of the Government's Early Years Education Free Entitlement Funding.

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HOLIDAY ABSENCE

Little Deers Day Nursery is closed for 2 weeks over the Christmas period and Bank Holidays.

Children attending nursery sessions for 50 weeks per year are eligible to 2 weeks of his/her normal attendance at 50% of usual fees. Children joining us during the calendar year will receive a pro rata holiday allowance.

Holiday request forms must be submitted at least one month in advance as we are unable to discount sessions after the invoices for the month of the holiday are issued, which is the 20th – 25th of the previous month. Forms are available from the nursery.

Term time places are not eligible for holiday discount.
Early Years Education Funded places are not eligible for holiday discount.

ILLNESS OR ADDITIONAL HOLIDAY ABSENCE

We regret that no reduction in fees can be offered due to absences through illness or additional holidays.

ADVERSE WEATHER CONDITIONS/EMERGENCY PROCEDURES

In the event of adverse weather conditions such as snow, ice or extreme heat wave, we always endeavour to remain open throughout. If conditions are such that we need to take the decision to close, taking into account the safety of the children, their parents and the staff team, no charge will be made for the duration of our closure. Whilst the business remains open, fees will apply as usual.

Further details of our adverse weather policy are available in the nursery's Health and Safety policy.

CHANGE OF SESSIONS

Parents can request to amend their regular booking pattern if they need to change their child's nursery sessions on a long term basis. 'Change of Sessions' request forms are available for parents from the nursery. Change of session request forms must be submitted at least one month in advance as we are unable to amend sessions after the invoices for the month of the planned change are issued, which is the 20th – 25th of the previous month. A notice period of 4 weeks is required if parents wish to decrease their child's sessions. We are unable to make any changes to sessions whilst accounts have an outstanding balance. A £10 administration fee will apply.

NAPPIES

Parents are required to provide nappies for their child. A small amount of spare nappies is kept at the nursery for emergencies, as children will not be left in a soiled nappy at any time. If a child is not supplied with sufficient nappies, on a regular basis, spare nappies will be used at a charge of £1 per nappy.

LUNCHES

Hot lunches are purchased from Hampshire County Council (HCC) via Burley Primary School. The cost of each meal is determined by Hampshire County Council. As a third party outside of HCC we are charged an additional percentage of each meal plus VAT, the full cost of each meal is then included in monthly invoices. Sessions are booked with or without meals accordingly and invoiced as such. Any changes to lunch requirements are seen as a change of session and the 'Change of Sessions' element of this policy

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applies. Occasional 'Ad-hoc' lunches may be ordered prior to 9.30 am on the morning of the day the lunch is required, this will then be added to the following months invoice.

Hot lunches are not available during school half terms or holidays, these are credited from invoices accordingly. Parents must provide packed lunches during these times.

OTHER MEALS AND SNACKS

Breakfast, Snack and High Tea are included in the cost of each session accordingly for children not in receipt of Early Years Education Funding.

Children in receipt of 3 and 4 year old Early Years Education (EYE) Funding will be charged for the cost of all meals at the following rates:

Breakfast: £1 – Selection of cereals, selection of toast, croissant or toasted bagel, choice of apple or orange juice.

Snack: 50 pence – Selection of fruit, vegetable sticks, crackers, breadsticks etc.

High Tea: £1.50 – As per our High Tea Menu.

LATE OR NON PAYMENT OF FEES

Fees are payable on or before the 1st of each calendar month. A late payment charge of 5% of the outstanding amount will automatically be added to accounts settled 14 days after the date which invoices are processed and sent. Failure to settle an account within one calendar month will result in suspension of the child's place at the nursery until such time as all payments and fees are settled.

Failure to settle an account within 1 month of the date of suspension will result in the loss of the child's nursery place and legal proceedings will commence to retrieve the outstanding sum.

Cheques referred to drawer will be returned to the account holder and a cash payment will be requested, the charge levied by the bank will also be passed on to the parent.

EARLY YEARS EDUCATION (EYE) FUNDING FOR TWO, THREE & FOUR YEAR OLDS – UNIVERSAL

We are registered to receive nursery education funding under Hampshire County Council Children's Services for eligible 2 year olds and all 3 and 4 year olds the term following the child's 3rd birthday.

All children are entitled to receive three terms of free 'universal entitlement' for nursery education as three year olds, starting the term following the child's third birthday.

All children are entitled to receive three terms of free 'universal entitlement' for nursery education as four year olds prior to reaching compulsory school age. School is compulsory for children the term following their fifth birthday.

The term dates for this purpose are set by the Secretary of State and are as follows :

Autumn Term : 1 September to 31 December

Spring Term : 1 January to 31 March

Summer Term : 1 April to 31 August

(These term dates do not depend upon moveable holidays such as Easter)

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The nursery will claim, the Early Years Education (EYE) funding towards each child's fees from the Local Authority on the parents behalf.

The maximum funding entitlement is for 38 weeks of the financial year. The year is split into three terms to match, as closely as possible, the school terms.

Funding is paid for a maximum of five sessions a week, each planned session lasting at least 2.5 hours, and a maximum of 10 hours per day between 8.00am and 6pm. There is a maximum of 570 hours per eligible year for universal entitlement.

The number of sessions per week, for which funding can be claimed, may be fewer than five to meet the individual requirements of the family. The funding paid for fewer than five sessions will be adjusted accordingly. Children may claim funding at more than one setting if the nursery is not able to offer the full 5 sessions. Children attending more than one setting can claim no more than 15 hours in total.

Early Years Education (EYE) Funding is automatically deducted from invoices accordingly.

Children attending term time only sessions will have the full amount of funding deducted from each months invoice accordingly. Children attending 'all year round' sessions will have funding deducted from invoices during term time (38 weeks per academic year) if the full 15 hours entitlement is claimed.

STRETCHED EARLY YEARS EDUCATION FUNDING

It is possible for parents to 'stretch' their free early years education provision for eligible 2, 3 and 4 year olds by accessing fewer hours across more weeks of the year. The 38 week free early years education delivery will remain as the minimum number of weeks for the offer with the maximum being provided up to the 50 weeks of the year that Little Deers is open, which is known as a "stretched offer".

This will enable those parents whose children attend the nursery to do so across a full operational year; enabling parents to budget and balance work or other commitments consistently. Alternatively, full fees will apply for 14 weeks per year during school holidays.

Further assistance and advice can be sought from the nursery office, by visiting <http://www3.hants.gov.uk/childrens-services/childcare/parents/cis/eye.htm> or contact the Childcare and Family Information Team (Cfit) on 0845 603 5620

EXTENDED EARLY YEARS EDUCATION FUNDING – 30 HOURS

Little Deers Day Nursery is registered with Hampshire County Council Children's Services to offer the extended 15 hours entitlement (30 hours) and will be accredited for access to the extended 15 hour childcare (30 hours) eligibility checking system and be allowed to submit claims for the extended entitlement.

Before the child is able to take up the extended free hours in accordance with arrangements made available by Hampshire County Council, the nursery must verify the extended hour's eligibility code provided by the parents to ensure eligibility/entitlement. A child will be entitled to the extended free hours from the funding period after BOTH of the following conditions are satisfied:

- the child has attained the age of three;
- the child's parent has a current positive eligibility from the HMRC.

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In order for Little Deers Day Nursery to verify a child's eligibility for the extended entitlement, parents must present their eligibility reference number to us in order for us to undertake the eligibility check for the extended free hours (which is determined by HMRC through the online application). By providing this number to Little Deers Day Nursery, the parent gives permission for the nursery to use their personal information to check their eligibility for the extended entitlement. Little Deers Day Nursery will use the parent declaration form made available by Hampshire County Council Children's Services to secure this permission.

Children become eligible for the extended free entitlement from the beginning of the funding period following their third birthday, up to the term after their fifth birthday and the child is of statutory school age and the parent has confirmed eligibility from the HMRC as follows:

A child born between	AND Parent has received a positive eligibility from HMRC	A child will be eligible the extended entitlement from
1 January and 31 March	Prior to 1 April	1 April following the child's second or third birthday
1 April and 31 August	Prior to 1 September	1 September following the child's second or third birthday
1 September and 31 December	Prior to 1 January	1 January following the child's second or third birthday

Grace Period: Parents are required to confirm their eligibility every 3 months. The Funder will continue to fund a place for a child whose parents cease to meet the eligibility criteria as set out in the table below:

Date Parent receives an ineligible decision on reconfirmation:	LA audit date	Grace period end date
1 January – 10 February	11 February	31 March
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October to 31 December	1 January	31 March

Parents must inform the nursery if they cease to meet the eligibility criteria and will no longer be able to claim the extended hours in line with the Grace period table above. 4 weeks written notice must be given to reduce the child's hours in line with the 'Notice Period' section of this policy. Alternatively the parents may wish to maintain the hours and pay the nursery fees in line with our fee structure and this charging policy.

INSET / STAFF TRAINING DAYS

Each academic year, the nursery must allocate 5 inset days to allow for staff training. Children in receipt of 2, 3 or 4 year old Early Years Education Funding will not be able to attend the nursery on these days. Inset days will be allocated and notified to parents by the end of each September.

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EXTRA CHARGES FOR FUNDED PLACES

Children who are eligible for Early Years Education Funding are entitled to 15 hours universal or up to 30 hours extended free education per week, for 38 weeks of the year, or the equivalent number of hours stretched throughout the whole year.

This funding is significantly less than our hourly rate and does not cover the cost of meals, snacks, drinks, higher staffing ratios or specialised sessions e.g. Forest School, which should all be charged as extras. However, as we do not offer the option as to whether these extras are taken or not (as we are a Forest School / outdoor learning nursery and we feel that preparing snacks and meals and eating together is an important part of our day and our 1:6 staffing ratio which exceeds the 1:8 statutory ratio is essential for the safety of all children whilst learning outdoors) and regulations state that parents have to be given the chance to take up their child's 15 or 30 hours of education without any extra charges. We would therefore like you to consider whether or not you would like to pay anything towards these additional costs of running the sessions that your child attends in order to support us in remaining sustainable. Please indicate on your Session Request Form whether you are prepared to pay 50 pence per hour donation towards the cost of your child's sessions. Please put £0 if you would rather not make a contribution.

POLICY STATEMENT

Little Deer's Day Nursery undertakes to ensure that all aspects of the nursery policies and procedures are reviewed annually and they operate in a non-discriminatory manner.

All nursery policies and procedures are written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS 2012). Whilst individual policies link directly to the EYFS all policies and procedures interlink with all areas of the EYFS. The Learning and Development theme runs throughout all of our practices due to our Learning through Play ethos.

The management committee will ensure that any changes to this policy will be communicated to all employees.

The management committee will ensure that all staff, parents, carers, voluntary workers and others are fully aware of how to lodge complaints, concerns and appeals on all matters.

We also will endeavour to ensure that all staff practices remain in line with the current best practice.

Original copy written:	July 2017
Date of review:	July 2018 Changes made <input type="checkbox"/> Y/ <input type="checkbox"/> N
Written / Reviewed and updated by:	<i>K. Griffiths</i>
Chair person to sign and print of behalf of Management Committee:	<i>C Gilbert-Norton</i>
Date of Committee Meeting agreed at:	September 2017
Date disseminated to staff:	September 2017
Date adopted:	October 2017