

Chard NNI & Schools Out

Fees policy



Chard NNI & School's Out at Clare House offers a high quality, safe and stimulating learning environment, providing day care for children of the ages 0 months – 4 years, before & after school and holiday care for children aged 5 – 14 years. The setting is able to offer day care throughout the year, Monday to Friday, from the hours of 7.30am – 6pm, based on sessions as detailed below:

Nursery Sessions

Available Sessions:	Under 3	3-5 years
Morning 09:00-12:00	£12.60	£10.80
Early Afternoon 12:00-15:00	£12.60	£10.80
Full day with 5% discount	£41.90	£35.91
Full week with 10% discount	£198.45	£170.10
Hourly rate for additional hours	£4.10	£3.50
Hourly extensions to sessions	£4.20	£3.60

School's out Sessions

Term Time Sessions:	Price
Morning (7:30 start)	£5.90
Late Morning (8:00 start)	£5.10
Early Afternoon (4.30 finish)	£5.10
Mid Afternoon(5:00 finish)	£5.90
Late Afternoon Session (6:00 finish)	£7.20
School Holiday Periods:	
Hourly Rate 7:30 to 6:00	£3.60

Booking, Fees and Billing:

Fees are payable when parents are on holiday.

We may charge for inset days and bank holidays and trips if Early Years Entitlement is claimed for those days.

Fees are still payable when a child is absent due to sickness or holiday, as running costs still need to be met. However, when a child is off with long term sickness the fees may be waived at the discretion of the Manager/Committee.

Emergency closure days (due to unforeseen circumstances (extreme weather, staff sickness etc) are subject to charges only if Early Years Entitlement is claimed.

Invoices are issued on the 23rd of each month, or as close as possible if this date falls on a weekend, and include an option to pay monthly or weekly in advance. Fees may be paid by cash, cheque or card and should be paid to the Manager or Administrator who will issue you with a receipt.

4 weeks' notice (term time), is required in writing to cancel a child's place and fees will be payable for this notice period.

Late collection of child charges

Late collection of a child will be charged at **£5.00 per hour with a minimum charge of 1 hour**. These charges will be determined by staff records and the signing in and out procedure. An invoice will be issued and is payable on receipt.

If a parent has informed staff by telephone that they will be delayed a 10 minute window will be allowed before charges come into effect. Please note if this becomes more than a one-off charges will be made.

Non Payment of Fees

Dates for payments are stated on the invoice. If these are not received by this date the following procedure will be implemented:

Non payment of fees procedure:

- 1. If fees remain unpaid by the dates stated on the invoice, a letter will be sent requesting the payment within 7 days (from the date of the letter). An offer for fees to be paid by a payment plan can be made, but this must be signed and agreed by the parent and the Manager.**
- 2. Should the fees remain unpaid after the above, and no contact is made, then, this will incur an administration fee of £5, and all fees will be required in full within a further 7 days.**
- 3. If payment of outstanding monies is still not be received at this stage, then you will forfeit your child's space within the setting, they will be removed from the register and their hours allocated to those children who are on our waiting list. If your child is in receipt of the Early Years Entitlement you hours will be restricted to these funded hours only until the debt incurred has been paid.**
- 4. Proceedings would be instigated through a debt collection agency if required followed by the small claims court after this to reclaim the outstanding amount.**

Nursery Education Funding details:

We are in receipt of Early Years Entitlement (EYE) for three and four year olds and eligible two year olds. This will be available from the term after your child's third birthday – if your child is entitled to the two year old funding this is awarded from the term following the child's 2nd birthday. The Early years Entitlement will fund children up to 570 hours in the eligible year - this funding can be stretched across the year for those children attending the setting all year round.

Parents can claim the entitlement from more than one provider. This needs to be discussed with each provider to confirm the hours to be claimed with each.

In order for the setting to access the Early Years entitlement we will require a copy of your child's birth certificate and the completion of a parent declaration form. To access 2 year funding we will require the same documentation as well as a copy of their letter of eligibility.

All fees charged relate to those hours not funded by the Early Years Entitlement. Should a session last longer than the EYE available, parents will be required to pay for that part of the session which exceeds it.

Children who attend term time only may pay for up to 3 hours additional care per week. If more than 3 additional hours per week are required this will then constitute a full time place (51 weeks per year) and grants will then be allocated @ 47.5 hours per calendar month.

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

Childcare vouchers:

A wide range of child care vouchers are accepted at the setting, you will need to contact the setting to discuss the voucher you wish to use and to ensure that procedures are in place for the setting to accept your voucher.

Termination of the contract:

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non payment of fees following the non payment procedure, at all other times 4 weeks notice (term time), in writing will be given.

Links to other policies and legislation

- Setting's prospectus, admissions policy, Working in partnership with Parents, Uncollected Child Policy, sickness policy, emergency closure policy and committee roles and responsibilities.
- Every Child Matters Outcome: Economic Wellbeing
- General Welfare Requirement: Documentation

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.2 Inclusive practice	2.2 Parents as partners		