



Oakhill Church School & Nursery

A community of learning, celebration and empowerment

Nursery Fees Policy



Curriculum Intent

Community of Learning:

To enable all our children to aspire to seek out challenging learning experiences together.

Celebration:

Children's unique identities and learning styles are celebrated and tailored to, enabling them to build a positive mind set towards their learning.

Empowerment:

To empower a strong sense of determination allowing all our children to flourish in all areas of our enriched curriculum creating positive school memories.

Approved by:

Date: 28-01-2020

Last reviewed on:

03-09-2019

Next review due by:

July 2020

School Vision:

A community of learning, celebration and empowerment.

To be a nurturing environment which fosters a love of learning at every stage of the journey. To be respectful members of a Christian community in which children are celebrated and embraced for their unique contribution and empowered to become the best they can be.

This fees policy forms part of the contract with parents/carers and Oakhill Church School Nursery.

St James Church School Nursery aims to offer a high quality, safe and stimulating environment that provides a service that is good value for money but competitively priced.

Opening times and hours for the setting are:

- 8.45am – 3.15pm
- Monday to Friday School Term Time only
- Extended provision is available with Breakfast Club 7.45am-8.45am and Late Club 3.15pm-5.15pm for nursery children aged 2 and over.

Booking, Fees and Billing:

- We offer morning, afternoon or all day sessions based on our hourly rate of £5.00 per hour.
 - Morning sessions 8.45am – 12.15pm
 - Lunch 12.15pm - 12.45pm
 - Afternoon sessions 12.45pm – 3.15pm
 - All day 8.45am – 3.15pm
 - Lunch Club -£2.50
 - We ask for a small weekly contribution for snacks of 50p per session.
- The School offer Early and Late club from 2 years old at £5.00 per hour which will be invoiced by the school and payments should be made direct to the school.
 - Early Club from 7.45
 - Late Club 3.15-4.15
 - Late Club 3.15-5.15
- Fees can be paid by Parentpay online, cheques, childcare vouchers or a Government Tax Free Childcare account. Cheques should be made payable to **Bath and Wells Multi Academy Trust**.
- Fees are reviewed termly, and parents given half a term's notice of any changes.
- These fees do not include nappies, wipes and nappy sacks which must be provided by parents where appropriate.

Full fees remain payable when

- children take holiday during term-time
- when a child is absent due to sickness
- or for any other reason for absence

However, if a child should suffer long term sickness then the Nursery will consider reduced payment of fees based on individual circumstances.

Payment of fees:

- Invoices are issued half-termly in advance and need to be paid by the stipulated date. They will clearly show free entitlement hours and the cost of additional hours. Cheques made payable to “Bath and Wells Multi Academy Trust” can be placed in the payments box in the Nursery entrance.
- Payments must be made in advance. If payment is not received, the Nursery reserves the right to cancel a child’s paying hours. In order to restart any paying hours, any debt must be fully cleared, before the child’s name is then added to our waiting list.

The Nursery operates a “No Pay No Stay” policy. If payment is not received, your child will not be able to stay at Nursery for their paying hours.

Late collection charges

- You will be charged a minimum of £5 if you are late collecting your child at the end of the session and a further £5 for each additional 15 minutes.
- Late fees will be issued and must be paid within one week.
- Should late fees be outstanding after this date a further administration penalty of £5 will be added to the amount and our procedure for non-payment of fees will be implemented.

Arrears Monitoring

As a setting we seek to avoid payment arrears by operating our policy whereby all fees are due in advance.

Non payment of fees procedure:

Please note: A child will not be added to our waiting list or given a place in Nursery if there is an outstanding debt – either from the child attending the Nursery previously or historic debts from older siblings. Where a child’s place has been paid for prior to them becoming entitled to funding, a child will not be able to start attending for their funded hours until any debts have been cleared.

Debt recovery plan

- In the first instance, the Nursery Administrator will make every effort to contact parent/carers to remind them that payment is overdue and to arrange payment.
- If a debt is still outstanding, a payment plan will be discussed to cover the non-payment of fees, but parents/carers should be aware that this payment plan is only for the debt and all other fees need to be paid on time.
- A letter will be sent to the parent/carer stating the arrangements and timescale agreed by both parties for the debt to be paid
- If the payment plan is not followed as agreed, the Nursery reserves the right to cancel any paying hours.
- If parents/carers do not respond to attempted contact from the Nursery, and do not engage in discussions regarding outstanding fees, the Nursery reserves the right to cancel a child’s paying place without notice.

Non-payment of debts may lead us to pursue the debt through the small claims court.

Your child’s place is at risk if payment is not received

There are no charges for closure due to

- Inset days or Bank Holidays.
- Unforeseen circumstances e.g. flooding, severe weather conditions etc.
- We will either refund any payment on your next invoice or offer additional sessions where spaces allow.

We do not charge any Booking, Registration or Administration fees.

Additional/changing/cancelling sessions

- If parents wish to change sessions, they will need to fill in a request form so appropriate paperwork can be completed. Two weeks notice is required.
- Parents may pay for additional sessions at short notice subject to availability.

- Parents who wish to cancel their Nursery place must give at least 4 weeks notice in writing or pay 4 weeks fees in lieu. A place may be deferred without notice at the discretion of the Nursery manager.

Early Years Entitlement Funding (EYE funding) details:

We are in receipt of EYE funding for two, three and four year olds. EYE funding for three year olds will be available from the funded period after a child's third birthday.

EYE funding entitlement is 15 hours per week (a maximum of 10 hours per day) over 38 weeks of the year as we are a term time only nursery. To claim the EYE funding the following information is needed

- Child's legal documentation – birth certificate, passport
- EYE funding parent declaration form - completed and signed by parent every term

It is the parent's/carer's responsibility to provide this information in time for claims to be submitted. If this is not produced Nursery will charge fees based on their hourly rate for the sessions attended. These fees will be subject to our non-payment of fees procedure.

30 Hours Funding details:

Parents who meet the eligibility criteria as detailed on <https://www.childcarechoices.gov.uk> may be able to access additional funded childcare at the Nursery. As a term time only Nursery, this will be offered as 30 hours per week over 38 weeks of the year. Parents need to apply for 30 hours through this website and will receive an eligibility code. This code must be given to the Nursery in the term before the funding is due to begin. The deadlines are:

Funding due to begin:	Nursery needs eligibility code by:
September	1 st July
January	1 st December
April	1 st March

Children are able to access 30 hours funding from the term following their 3rd birthday.

Parents must recheck their eligibility for 30 hours online **EVERY THREE MONTHS**. If this is not done, they will lose their entitlement. If family circumstances change which mean that a child is no longer eligible for 30 hours, there will be a grace period in which children will still be able to access their additional hours. After this, children will receive 15 hours of Universal funding per week and need to pay the Nursery hourly rate for any additional sessions.

Parents wishing to book 30 hours places should apply for a place through a placement form for new children, or a change of session form for existing children.

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:

We are able to accept childcare vouchers. Please contact Sue Harding, Office Manager for further details.
sue.harding@oakhill.bwmat.org

Tax Free Childcare:

The Nursery is registered for Tax Free Childcare. If you wish to use this, please register for an account at
<https://www.childcarechoices.gov.uk>

Termination of the contract:

Setting - 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 in writing will be given.

Parents/Carers – 4 weeks written notice must be given to the setting to terminate a child's place, if written notice is not received 4 weeks fees will be charged, and EYE funding entitlement for the four weeks will be claimed.