

## **FEES AND CHARGES POLICY**

The Oaks Nursery staff and committee endeavour to provide the best childcare and education at an affordable rate for the community. This policy sets out our standards for setting and payment of fees.

### **Procedures**

- 1) The Committee will endeavour to maintain the Nursery fees at a level that will be accessible to the whole Community, but will have to take into consideration the impact of overheads, operating levels, cost of living increases and inflation.
- 2) The fees will be reviewed annually. Parents and carers will be given a minimum of half a terms notice of any increase in fees.
- 3) Fees will be agreed by the executive committee of the nursery. Fee decisions must be backed by sound financial analysis from the Treasurer.
- 4) Eligible children will be funded for 38 weeks per year for the amount of hours requested on the completed Parental Declaration up to a maximum of 570 hours over 38 weeks. (eg a child claiming 14 hours per week will be entitled to 14 x 38 hours (532 hours) of funded education per year).
- 5) An admin fee of £50 is charged at the time of application however this does not apply to children attending the nursery for their free early education hours only.
- 6) Fees will be charged for each hour that the child is registered to attend over and above their funded hours and will be invoiced in advance at the beginning of terms 1, 3 and 5.
- 7) A voluntary contribution will be added to all invoices. This covers the cost of our daily snacks and additional consumable items.
- 8) Where term dates mean that a child receives more funded hours than they use in their allocated sessions (for example when there is a Bank Holiday) additional sessions will be offered to the child to make up for the shortfall.
- 9) Invoices should be paid by the date stated on the invoice or by a payment plan as agreed with the manager. Where a payment plan is agreed full settlement of the

invoice must be made by the end of each full term (i.e. terms 2, 4 and 6). Payment of invoices can also be made using a recognised Childcare Voucher Scheme.

- 10) Where full payment is not received on time a 'late payment fee' of £25 will be charged. If fees are not paid within 2 weeks of the due date or by the agreed payment plan the child will only be permitted to attend for their funded hours.
- 11) Children will be accepted under the Free for 2 (FF2) scheme to a maximum of 3 children under the scheme at any time. Funding will be subject to KCC eligibility criteria and checks. Children will not be permitted to start under the FF2 scheme until eligibility has been confirmed.
- 12) There will be a rolling programme for two year old children joining under the FF2 scheme. Eligible children will start at the beginning of the term after they turn 2 years 6 months subject to eligibility being confirmed.
- 13) Fees must still be paid if children are absent. Where a child has to be absent for an extended period the Manager and Chair should be consulted and a decision will be made about fees.
- 14) If the nursery has to close for reasons beyond our control such as due to adverse weather, we will be unable to offer refunds due to the requirement to still pay staff in these circumstances.
- 15) Once a child has been guaranteed a place or has started at the nursery the parent or carer must give a minimum of 6 weeks notice if they are to withdraw their child from the setting. Except in exceptional circumstances, if this notice is not given then they will be liable for the fees for any unfunded hours even if they do not attend The Oaks Nursery during this period.
- 16) Spare sessions can be booked on an ad hoc basis and will be billed with payment due within 7 days.

The Manager and Committee of The Oaks Nursery aim to be sympathetic and confidential. If you have any difficulties with payment please speak to the Manager – Becky Tyler

