

Curry Rivel Church of England Primary School & Little Pips Nursery



'Healthy trees bearing good fruit' – Matthew 7 v 17

Nursery Fees Policy

**Agreed by Governor Finance Committee: February 2024 (To start 1st March 2024)
Review: February 2025**

Little Pips Nursery operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. You are able to purchase full day care from 7.30am – 5:30pm Monday to Thursday and 7.30am-5.00pm on a Friday, for up to 50 weeks per year, the Nursery is closed for two weeks at Christmas in line with Curry Rivel Primary School.

Our core sessions are:

9am - 12noon - morning (3hours)
9am - 3pm – all day (6hours)

The Nest:

0-2 year olds £6.00 per hour

Little Pips:

2 year olds £5.70 per hour
3 & 4 year olds £5.40 per hour

If your child joins us for lunch we require you to provide either a packed lunch and drink, or you can purchase a hot meal via the Nursery Manager.

From 7.30am to 9am you can add additional hours in half an hour blocks. We provide breakfast (cereal, fresh fruit and milk) between 7:30-8.00 am at a cost of 50p. Children arriving after 8am should arrive already having eaten breakfast.

After 3pm you can add additional hours up until 5:30pm in half an hour blocks. We provide a two-course tea and a drink of milk or water at approximately 5.10pm at a cost of £1.00.

The cost of the half an hour blocks are as follows:

The Nest:

0-2 year olds £3.00 per half hour

Little Pips:

2 year olds £2.85 per half hour

3 & 4 year olds £2.70 per half hour

Additional session options

Early drop off 8.45am-9.00am and celebration assembly - £1.75

Additional food charges

For children arriving at 7.30am an additional compulsory charge of 50p will be added to their invoice for breakfast

For children staying until 5.30pm an additional compulsory charge of £1.00 will be added to their invoice for a two-course tea.

All hours must be paid for either by means of Early Years funding or by cheque, cash, BACS or childcare vouchers. We accept most major work scheme based vouchers (Please ask our Nursery Manager for more details).

Children within our baby room 'The Nest' automatically receive a place within our Main Nursery when they turn two-years-old. All other spaces are allocated in date order of request and a waiting list is managed by our Nursery Manager and Nursery administrator for all spaces.

Should Little Pips have to close due to unforeseen circumstances such as adverse weather, we will continue to claim E.Y.E. and your standard session fees will be charged.

Sickness

If a child is absent due to sickness or you decide to keep them at home your full session fee will still be charged. If we send your child home unwell, full fees will be charged.

Holidays

Little Pips is currently closed on all Bank Holidays and parents are not charged for these sessions. If a child has a planned holiday that falls during our opening time your **full session fee will still be charged.**

We do not allow the swapping of sessions in lieu of holidays or the 'gifting' of sessions to other Nursery parents.

Payment of fees

Invoices are issued monthly, in advance by email on the last working day of the month, unless a paper copy is formally requested. Payment should be made within 7 working days of receiving your invoice. A payment date will be clearly stated on the invoice.

Payment via BACS is preferred. However, cash can be placed in an envelope clearly marked with the child's name and amount enclosed and then the envelope should be given to the Nursery Manager or Nursery Administrator or handed into the School office. Cheques should be made payable to 'Somerset County Council'. A receipt for fees paid will be given directly to parents. Payment can also be made by vouchers please speak to the Nursery Administrator for details on how to do this.

Late payment of fees

Fees should be paid by the date on the invoice, a £12.00 fee will be added for any late payments over 7 days and we will continue to charge £2.00 per week until your debt is cleared. If fees continue to be outstanding the parent/carer will be asked to come and discuss a payment plan with the Nursery Manager. If this fails to resolve the situation then proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid and will be unable to book any additional sessions until their bill is paid up to date. Any child who is receiving the 'Early Years Entitlement' will be able to remain at Little Pips for their funded hours **only**.

Should a problem arise concerning payment of fees, parents should speak to the Manager or Administrator as soon as possible to enable Little Pips to come to an agreement regarding payment. Confidentiality will of course be assured.

Term time places

A six hour (bookable) session will be charged to all term-only children to hold their place during school holidays. This six hour session is bookable four weeks in advance via one of our nursery managers

Early Years Entitlement (E.Y.E.)

Little Pips are in receipt of E.Y.E. for three and four year olds. This is available the term following your child's third birthday and funding is also available for some eligible two year olds (please ask for a leaflet). E.Y.E. will fund a maximum of 10 hours per day, a maximum of 15 hours per week with a maximum of 570 hours per year. If your child is booked to attend term time only this equates to 15 hours per week for 38 weeks or if they are booked for all year the hours can be stretched this equates to 11.4 hours per week for 50 weeks. To access this funding you need to complete an E.Y.E. registration form and provide a copy of your child's birth certificate or passport. Any hours booked above the E.Y.E. will be charge at the current hourly rate. Since September 2017 working parents who meet the criteria have been entitled to up to 30 hours of funded childcare a week. If you are eligible for the additional hours this equates to 30 hours per week for 38 weeks or if they are booked for all year the hours can be stretched this equates to 22.8 hours per week for 50 weeks. For more information please visit www.childcarechoices.gov.uk

From April 2024 working parents pf two year olds will be able to access 15 hours of funded Childcare per week for 38 weeks a year, or stretching it by offering less hours per week over more weeks per year (a maximum of 570 hours per year). To be eligible, parents will need to apply for an eligibility code (in the same way they currently apply for a 30 hours code) in The funding period before they want to use it. Parents will then give the code to the setting and the setting will need to run a check on the Early Years Portal to ensure the code is eligible. **To be eligible for the summer funding period, the code will need to have a start date of 31 March 2024 or earlier** and the end date needs to be into the summer

funding period. If the end date is before 1 April 2024, the code is not eligible, and the parent will not be eligible in the summer funding period unless they reconfirm their code in time.

Curriculum and consumables charges

We are lucky to have an onsite Forest school provision which every child will have access to during their time at Nursery. Should you wish your child to take part in Forest School, which is outside the main curriculum statutory requirements a £1 a week voluntary contribution service charge will be added to your invoice for the duration of your child's sessions (£6 per half term) this can be paid weekly if preferred.

It is the responsibility of the parent/carer to provide nappies, wipes and cream where appropriate. If these are not supplied a charge of £2.50 will be added to your invoice per day.

Working Tax Credit

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

Tax-Free Childcare

Tax-Free Childcare is a Government scheme, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. For more information, please visit <https://www.gov.uk/tax-free-childcare>

Late Collection of Children

There will be a charge of £12.00 every 15 minutes for any late collection of a child after their booked session. This charge will be added to your next invoice.

We understand that sometimes people are late due to unforeseen circumstances, we would appreciate that every effort will be made to notify Little Pips in this case. If a child remains uncollected at the end of the day and we cannot contact you, or one of your emergency contacts then we are obliged to enforce our 'Uncollected Child Policy' after 30 minutes.

Termination of the Contract

Little Pips reserves the right to terminate the contract without notice in the event of unsuitable behaviour or non-payment of fees following the non-payment procedure. At all other time **4 weeks' notice** in writing will be given. If you wish to terminate your contract with Little Pips **4 weeks notice in writing is required.** If written notice is not received 4 weeks fees will continue to be charged and E.Y.E. will be claimed.

Please complete the form below and return to Nursery, keep the above for your personal records.

Fees policy agreement

Childs name.....

I have read, understand and agree to the above fees policy. I am aware of the late charges I may incur for late payment of fees and late collection of my child.

Parent/ Carer.....

Date.....

I understand that should I decide to order hot lunches for my child that they are provided by an outside catering supplier and in ordering I am agreeing that I will be charged for 10 days following any Nursery closure. Should I not agree to this I should provide my child with a packed lunch.

Parent/ Carer.....

Date.....