



**FEE POLICY**  
**Effective 1<sup>st</sup> October 2021**

***Fees Payable - Please also see Fee Structure***

- Fees are payable for each session booked subject to any funding you are entitled to (Please see annexe A. Early Years Funding)
- We are open 50 weeks a year excluding bank holidays and staff training days (inset days). We do not charge for the 2 weeks we are not open. We do not charge for staff training days or Bank Holidays.
- The 2 weeks we are not open are split 1 week over the Christmas period and 1 week over the August bank holiday period.
- You have the option to attend annually or term time only for each nursery year and need to confirm which attendance option you want for your child/children when you sign up to start/renew for the returning year.
- In the event of an emergency closure, specifically in circumstances that are beyond our control, full fees will be charged.
- Full fees are still required to be paid if your child does not attend due to illness or holiday, in order to hold your child's place.
- A £10 fee will be charged if a parent/ carer is late collecting their child by five minutes or above. Please see the relevant fee structure (annexe B, fee structures) for more details.
- If you opt to pay by direct debit or make online payments and the fees are unable to be debited, a £10.00 fee will be charged for administration. Please note if this makes your payment late a £10.00 late payment charge will also be due.
- Unless your child is fully funded a non-refundable deposit of £30.00 will be required to secure a place. This covers the costs of settle sessions as applicable and administration.
- Places are applied for annually and for existing parents/carers this will normally be done during the Summer Term.

### ***What if I need to change or cancel my child's sessions?***

- If you wish to request a change to your child's sessions you must complete a green session change request form a minimum 4 weeks in advance of any change you would like. This applies even if it is a one off session or a temporary change.
- If your request is successful a £5.00 admin fee is payable and will be added to your next invoice.
- Whilst we like to offer a flexible service, we also request that reasonable use is made of session change requests so that we can plan staffing. Changes can only be authorised by the Childcare Manager/Supervisor and can be refused if we do not have space or adequate staffing.
- 4 weeks notice is also required should you wish to cancel your child's place. (Please request A Notice of Intention to Leave form.) Please note if you do not give 4 weeks notice you will still be charged 4 weeks fees from the date of leaving.
- If you would like your child to attend additional sessions, please note that these are payable at time of booking.

### ***When will I be charged and when should I pay?***

- Fees will be invoiced one month in advance even if this is a part month.
- Upon receipt of the invoice, fees are due to be paid. In the event that you do not pay immediately reminders will be issued in accordance with debt recovery procedures and may also incur a £10 late payment charge if fees remain outstanding by the payment cut off date.

### ***How can I pay?***

- Fees can be paid by card, childcare vouchers or via our secure online website ([www.gov.uk/payments/blandford-nursery/nursery-fees](http://www.gov.uk/payments/blandford-nursery/nursery-fees)). We also accept card payments over the phone.
- You can also use the tax free childcare account through HMRC. If you wish to do this please let us know so we can provide account information. You can find details and advice regarding funding at <http://www.dorsetnexus.org.uk/Page/9017>

***How will I know my payment has been made?***

- All payments can be viewed when you log into your parent admin account (please allow a few days to show payment)
- It is the responsibility of the payee to ensure that they receive a receipt as proof of payment.

**Non-payment of fees**

- We expect all parents/carers to pay childcare fees on time. **All families are strongly urged to speak to the Childcare Manager if you are going to have, or are having difficulty in paying childcare fees. We will endeavour to support you however we require notice at the earliest opportunity.**
- In the event of difficulties, please speak to the Childcare Manager, and a payment plan will be created in partnership with the parent/carer in order to clear the invoice at the Manager’s discretion.
- Not maintaining a payment plan agreement or non-payment of invoices will initiate our debt recovery procedure and you will incur a late payment charge of £10.00 for each late payment. Continued non-payment will initiate withdrawal of your child’s place at Nursery.

**Cancellation of place**

- We require 4 weeks notice in writing should you decide to take your child out of the nursery or reduce their hours. If notice is not given we will retain 4 weeks funding in lieu of notice as per the Local Authorities guidance, unless it is for one of the reasons on the Local Authorities ‘Transfer Form,’ a copy of which is available on request.
- If your child attends over and above the 15 (30 for those eligible) funded hours where possible we may transfer the funded hours to another day in the event of an emergency closure.

**I have read, understood and agree to the above.**

Name of child: .....

Name of parent: .....

Signature: .....

Date: .....

**Dorset Council reserves the right to amend fees in line with related costs.**

## Annexe A

### Early Years Funding

#### 2, 3 and 4 year old Childcare Funding Terms and Conditions

- Subject to any changes in legislation children meeting specific criteria who are aged 2, and children aged 3 and 4 are entitled to claim and access up to 15 hours per week for a maximum 570 hours, 38 weeks per financial year.
- Nationally from 1<sup>st</sup> September 2017 working parents of children aged 3 and 4 years meeting certain criteria and with an eligibility code from HMRC are eligible to receive up to 30 hours funding.
- The 38 weeks are split by the Local Authority into three terms to match as closely as possible the school academic terms. Funding does not apply to school holiday periods unless you opt to 'stretch' your funding. (see below)
- Attendance during holiday periods will be charged as per our non-funded fee structure unless you have opted to 'stretch' your funding.
- Funding can be used flexibly as we are a full day setting. Please see the fee structure for details of the funded hour blocks when choosing which sessions to book for your child.
- Current funding rules allow you to choose to have the funding proportioned out across the 50 weeks we are open as opposed to having the normal 38 weeks funding in termly blocks. This is known as 'stretch' funding. This means that funded hours can be used across the whole nursery open year.  
**If you wish to stretch your funding, please state this on the parental agreement form. (Funding Form) and for new starters on your admission form**

#### Useful Links

[30 Hours Funding](#)

[Accessing your tax free childcare account](#)

[HMRC childcare service helpline](#)

[Childcare Choices webpage](#)

**Example:** Example based on a child attending sessions using full 15 hrs funding and 1 hour additional session.

	Autumn Term 1	Holiday	Autumn Term 2	Holiday	Christmas closure	Spring Term 1	Holiday	Spring Term 2	Easter	Summer Term 1	Holiday	Summer Term 2	Summer holiday	Summer closure
<b>38 Week Funding Annual</b>	Funded + 1 hour session	Fees if attend	Funded + 1 hour session	Fees if attend	No charge	Funded + 1 hour session	Fees if attend	Funded + 1 hour session	Fees if attend	Funded + 1 hour session	Fees if attend	Funded + 1 hour session	Fees if attend	No charge
	570 hours funding split in termly blocks over 38 weeks													
<b>'Stretch' 38 weeks over 50 Week Funding</b>	Stretched Funding + fees due				No charge	Stretched Funding + fees due								No charge
	570 hours funding stretched over 50 weeks													

NB No charge/funding for inset days and bank holidays and 2 nursery closure weeks

- However, once you have chosen how to have the funding (normal or stretched), this will apply for the duration of the year. 15 hours stretched annually is 11.25 hours per week and for those eligible for up to 30 hours stretched annually is 22.75 hours per week.
- A maximum of 10 funded hours can be taken in one day. This is set by the Government and applies to all nurseries. However, nurseries may set their own hours within these limits. (Please refer to our fee structure). We apply funding in 1, 3, 5 or 10 hour sessions. Please talk to us if you need assistance to plan your funded hours around the sessions.
- Funding can be split over a maximum of 2 settings, and it is the parent's responsibility to declare this on the Parental Agreement Form. Every setting a child attends will require a completed parental agreement on a termly basis.
- We will invoice all funded children in advance of the month, which will detail how your funding has been allocated.
- Funding will not be recovered for short term sickness but any long term absences will be considered on a case by case basis. Please ensure that you contact your nursery if your child is ill so that it may be recorded on the register.
- Parents have a responsibility to use all the funded hours they applied for on a regular basis and regular non attendance for 2 weeks, for reasons other than holiday or sickness, may result in your funding being withdrawn.