

Little Kingfishers' Day Nursery Fees Policy



Little Kingfishers' Day Nursery operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Our sessions and fees are as follows:

	2 Year Olds	3 & 4 Year Olds
8.00am - 6.00pm	£65.00	£62.50
8.00am - 1.00pm	£32.50	£31.25
1.00pm - 6.00pm	£32.50	£31.25
9.00am - 3.00pm	£39.00	£37.50
Lunch	£2.45 (via ParentPay)	

Please be aware the nursery has a minimum booking of two sessions a week, an 8.00am – 6.00pm session counts as two sessions.

Breakfast, tea, and snacks are included in the session fee.

Lunch is booked, managed, and paid for via ParentPay, an online booking system, by the parent/carer.

Parents/carers are expected to provide nappies, wet wipes, sun cream, and any other items required for their day at nursery.

Little Kingfishers' Day Nursery is a term time only provision that is closed for bank holidays and INSET days. Fees will NOT be charged for bank holidays and INSET days.

Once you have signed the contract, it will last until terminated by either you or us by giving notice in writing, at least one month's notice is needed. However, in some circumstances a contract can be terminated immediately; for example, breach of contract by non-payment of outstanding fees (see page 3) or aggressive behaviour towards staff, other parents, or children. You will still be liable for the fees during the notice period and any Early Years Entitlement will be claimed for the one month's notice period even if the child is removed before the end of the notice period.

Additional, Reducing & Changing Sessions

If you would like to make changes to your child's sessions we ask for a month's written notice of any changes. Additional session could be available if the nursery has availability. Any unclaimed EYE hours could be offset against any additional hours as long as it is not more than 15 hours a week of your universal funding or 30 hours a week with your extended additional funding if you are eligible.

Early Years Entitlement (EYE) Universal Funding - 15 hours

Somerset County Council will fund 570 hours of universal entitlement for 3 & 4 year olds. The entitlement is available for a maximum of 10 hours a day with a maximum of 15 hours a week. This entitlement can be claimed at a maximum of 2 providers per day, and no more than 3 providers in any one week. Children become eligible for EYE funding the term after their third birthday or the date stated on your letter awarding you two year old funding, if eligible.

The Funding Periods

Period Name	Period Start	Period End	Max Number of Weeks
Autumn	1 st September	31 st December	14
Spring	1 st January	31 st March	11
Summer	1 st April	31 st August	13
Total			38

Early Years Entitlement (EYE) Universal Funding - 30 hours for working parents of 3 & 4 year olds

An additional 15 hours funding is available for 38 weeks for working eligible families who meet the criteria below:

- Each earn or expected to earn the equivalent to 16 hours a week at the National Minimum or Living Wage over the coming three months. This equates to £120 a week (or about £600 a year) for each parent over 25 years old, or £112.80 a week (or about £5800 a year) for each parent between 21 and 24 years old.
- Where one or both parents are on maternity, paternity, shared parental, or adoption leave, or if they are on statutory sick leave.
- For more information visit: <http://www.childcarechoices.gov.uk/>

To claim this additional funding, you will need to complete the Little Kingfishers' **30 Hours Extended Entitlement – Consent Form**, which gives the school permission to share your details, including your National Insurance Number, with the Early Years Funding team. Failure to sign this form will result in you not getting the additional funding.

It is important that parents reconfirm their eligibility details every 3 months. If you do not do this, or your circumstances change, you will only be able to access the additional entitlement hours for a short time known as the 'Grace Period'. Once this 'Grace Period' is over and if you are no longer eligible **you will be liable for the payment** of the additional hours. **Please note, Little Kingfishers' Day Nursery will NOT remind you to do this.**

The table below shows the grace period end dates

Date Parent receives ineligible decision on reconfirmation:	Grace Period End date:
1 January - 10 February	31 March
11 February - 31 March	31 August
1 April - 26 May	31 August
27 May - 31 August	31 December
1 September - 21 October	31 December
22 October - 31 December	31 March

Please note: When claiming hours at dual providers it is your responsibility to state the hours claimed at each provider on the Parent's Declaration Form for Early Years Entitlement. If the hours claimed in either Universal or Extended hours exceed your entitled hours, Little Kingfishers' Day Nursery will invoice you for any over claimed hours

Information needed to claim EYE

- Child's legal documentation – birth certificate or passport
- Two year old funding letter, showing eligibility.
- EYE parent declaration form
- Eligibility code – if relevant
- Signed consent – if relevant.

A copy of the legal documentation and parent declaration form will be sent to the funding team, to enable parents to access their EYE funding. All the above relevant paperwork needs completing before starting pre-school

Nursery Charges

- You will be responsible for all fees and charges in the above table and detailed on your termly invoice
- Charges are due even if you child is absent from nursery
- Charges are due during holiday or sickness absence from nursery
- In the event of closure, or partial closure, of the nursery due to, for example, extreme weather conditions, flooding, loss of utility supplies, heating failure, outbreaks of infectious disease, or other causes beyond the reasonable control of the school, we reserve the right to charge 50% of the fee to keep your nursery place open. Fees already paid will not be refunded in these circumstances.
- Price changes due to fee bands will happen immediately on the child's 3rd birthday
- A late collection charge will be administered of £10.00 per every 15 minutes.

We may increase our fees and charges; any changes will be given to parents in writing with half a terms notice.

Invoices and payments

Termly invoices will be send to parent/carers via email within the first 2 weeks of a new term. Payment is due within 14 days of invoice date unless there is a monthly payment plan in place. Payment plans may be prearranged by contacting the nursery office. All payments must be made by bank transfer, childcare vouchers, or Tax Free Childcare Payments. It is your responsibility to obtain proof of payment from the relevant person.

If any fees are outstanding, parents/carers will be contacted by email or phone to remind them to complete their payment within the next 48 hours. A late payment charge of £20.00 will be made for all late payments. Any payment returned by the bank or cancelled by yourself will incur an administration charge of £10.

If the payment is not received by the agreed time, the school will follow a non-payment of fees procedure:

- The school Finance Officer will contact the parent/carer via email or telephone call to request immediate payment. This will be followed up by a letter explaining the outstanding fees will need to be paid within the next 48 hours.
- If the outstanding debt is not cleared a meeting will be arrange and an agreed payment plan will be put in place.
- Failure to meet the agreed payments will result in your child's nursery hours being reduced to their Early Years Entitlement universal hours only.
- If your debt still remains then your child's place at Little Kingfishers' Day Nursery will be terminated.
- Please be aware there will be a £20 administration fee for all outstanding debts not paid within the 48 hours, as explained above. There will also be a charge of £10 for any payments returned by the bank or cancelled by you.
- During this process, the matter will be referred to the Preston Primary Academy Trust.
- Preston Primary Academy Trust will maintain a record of all debts written off showing what attempted recovery action has been taken and the justification for non-recovery.

Working Tax Credits

You could be eligible for working tax credits. Eligibility depends on your age and how many hours of paid work you do a week, your income, and circumstances. For more information visit: <https://www.gov.uk/working-tax-credit/>

Childcare Vouchers

Childcare vouchers could be available from your employer to help you pay towards your childcare fees. Speak to your employer.

Tax-Free Childcare

Advice on childcare costs – <http://www.gov.ukchildcarechoices.gov.uk>

This policy links to:

Nursery prospectus

Admission policy

Parents' registration form and term and conditions

Emergency closure

Parent Partnership Policy

Sickness Policy

Updated on: 7 th June 2024	Review Date: June 2025
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