Charging Policy

The nursery is a charity that uses fees to cover staff salaries, setting costs (rent, utilities, and maintenance) and supplies. We aim to keep the cost of the nursery as affordable as possible. Any excess funds earned during the year are re-invested in the nursery or held in reserve as per our agreed reserves policy.

Fees are payable for 39 weeks a year, term time only.

A. Deposit

A refundable deposit is required to secure the place offered at St Augustine's Nursery. The deposit may be returned when the child leaves the setting, provided one month's notice has been given in writing and there are no arrears in payments.

When requesting the refund of your deposit, please do so in writing and include your banking details for the refund to be issued.

Place offered	**Deposit**
Place for a child eligible for the Additional Government Support entitlement	£30
All other places	£50
Families with several siblings	£30/50 for first child + £25 for each sibling

B. Funded early education for two, three and four year olds

The St Augustine's Committee makes every effort to seek grant-based funding to develop and sustain the nursery, thereby keeping costs to a minimum and ensuring that fees are affordable to the local community.

The nursery administers funded childcare places in accordance with Local Authority funding requirements and statutory guidance

We offer:

- 15 hours grant funded places to 2 year olds eligible for the Additional Government Support Entitlement. Please check eligibility with your local council and provide a written proof of eligibility to support your application.

- 15 hours funded early education entitlement for all eligible 3 and 4 year olds.

- 30 hours grant funded childcare for eligible 2, 3 and 4 years old whose parents are working.

To check if you are eligible for free childcare for working parents, please go to:
Get free childcare if you're working: step by step - GOV.UK (www.gov.uk)

Funding starts the term after the child's birthday. Proof of entitlement must be provided and renewed on request to access the funded places.

Without it, a fee-paid place will be offered instead.

Please visit www.beststartinlife.gov.uk to check all available funding to eligible families.

D. Childcare fees

Fees are charged on a termly basis in advance and are payable in two payments at the beginning and middle of the term, within a week of invoice. The initial payment of fees will be determined by the child's start date and will include all sessions from that date up to the end of the term.

The fees are outlined below, this table may be updated as and when fees change.

Hours	**Weekly fees**
15 hours	£100 per week*
30 hours	£200 per week*

- All fees must be paid by bank transfer, unless agreed otherwise with the manager. The nursery operates in term time only so there is no charge for school holidays.
- Concessions are not made for absences or inset (staff training) days.
- The nursery reserves the right to review the fees, which will normally be done in the summer term with the new fees beginning in September.

* No child will be excluded from funded provision or activities if a voluntary contribution is not made.

Voluntary contributions

We may ask for a voluntary contribution to the cost of extra-curricular activities or trips. We will endeavour to keep it as low as possible and families will be informed well in advance.

Childcare Vouchers

The nursery participates in the Childcare Voucher Scheme, for existing Childcare Voucher Schemes (where parents remain enrolled), a tax and national insurance relief scheme offered by the Government. If your employer participates in this scheme, you may wish to pay your nursery fees this way. We accept vouchers from most organisations. If the voucher does not cover the full fees, we will arrange for you to pay the difference via bank transfer. You may be entitled to Tax-Free Childcare depending on your circumstances.

Discounts

The nursery prides itself for developing good relationships with the families attending the setting and thus often provides childcare for the siblings of a family.

When there is more than one child from the same household attending nursery at a same time, a discount of 25% will be given to the other sibling(s).

E. Late collection fee

If a parent is late collecting their child, they will be charged a Late Collection Fee (this includes children whose place is subsidised).

Parents will be charged £10 for each 5 minutes that they are late past pick-up time. These charge are to cover additional staffing costs and supervision.
Repeated lateness of less than 5 minutes at pick up times will be marked on the register and will incur a similar fee when three are reached.

Staff will inform the late parent on the day or on the next day of nursery if they are required to pay; this fee must be paid within a week of the late collection.

F. Arrears

Fees charges are crucial to the nursery's cashflow. They must be paid in advance, within a week of being issued, to ensure your account does not go in arrears. The Local Authority maintains a no arrears policy, which we adhere to.

Should parents/carers find themselves in financial difficulty, we ask that they come to speak to the manager as soon as possible to make arrangements to pay their fees in a manageable manner. Repayment plans can be discussed and arranged on a case-by-case basis.

In all cases of arrears, the manager will contact the parents/carers with a reminder to pay. If the overdue fees are not paid within 1 week of the reminder being sent, a reasonable administration charge may be applied, which will accrue as much for each week that the fees are left unpaid.

- If fees are consistently paid late or left unpaid, the child's place at St Augustine's Nursery will be at risk. The nursery's Admissions Policy explicitly allows consideration of outstanding debt and decisions are documented fairly.
- If the situation cannot be resolved, places may be given to the next child on the waiting list.
- It is your responsibility to pay the correct fees on time.

G. Emergency Closure

In unavoidable and exceptional circumstances, such as the failure of essential services (e.g. heating or water systems), building damage, fire outbreak or severe weather conditions it may be necessary for the setting to close all or part of the nursery at short notice to ensure the safety of all.

In such situations, fees will remain payable for up to three consecutive days of closure and a 35% of the daily fee will be due after this, for a period of further 10 days. After this period, the parents may decide whether they wish to continue to pay this daily fee until the nursery reopens or withdraw their child from the nursery without any penalty fee. If the full fees have already been paid, the balance will appear in credit and will be forwarded to the following half term or refunded to the parents.

During an illness epidemic, when an individual or group (children and adults) have to self-isolate for a quarantine period, the full fees remain payable to the nursery.

H. Notice

A minimum of one months' notice is required if you no longer require your nursery place. Fees are due as usual during this notice period. In the event of a parent withdrawing their child without any notice given, one month's fees will be due to the nursery in lieu of notice and the full deposit will be forfeited.

The notice needs to be made in writing to the manager during opening times. If a notice is sent during holiday times, the next opening day will be considered as the first day of notice.

Policy adopted: June 2026
Review date: June 2027
Policy lead: Nursery Manager



Signed on behalf of the Management Committee: _____

Name: ABIGAIL WHITE

Role: CHAIR

Date: 30.06.26