



## Charging Policy

We aim to keep the cost of the Nursery as affordable as possible. The Nursery is a charity which uses fees to cover the staff salaries, setting costs (rent, utilities, and maintenance) and supplies. Any excess funds earned during the year are either re-invested in the nursery or held in reserve, however most years there is not expected to be excess funds.

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 1 month 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
Free 2 year old place	£30
Fee paying place	£50
Fee paying places for several siblings	£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.

Some 2 year old children are entitled to 15 hours per week of funded early education from the term after their second birthday. These eligible children may attend the nursery for 4 days, free of charge, upon presentation of a written proof of eligibility during registration. This free childcare entitlement continues after the child's 3<sup>rd</sup> birthday until the child leaves the nursery. The number of such assisted places for eligible 2 year olds is limited.

All 3 and 4 year olds are entitled to 15 hours per week of funded early education through a Nursery Education Grant (NEG) which is claimed by the nursery and accounted for in the reduced fees that occur after the child's 3<sup>rd</sup> birthday.

At present, as we do not offer the 30 hours scheme.

### C. Reserves Policy

It is the policy of the Nursery to hold between £10,000 - £30,000 in reserve to cover operating costs and/or the cost of redundancies should any of the grants we depend on (NEG, grant aid) cease.

We also hold this sum to cover any costs associated with the planned redevelopment of the church hall we use, including renting space elsewhere during redevelopment works.

### D. Childcare fees

Fees are charged on a half-termly basis in advance and are payable at the beginning of each half 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 half term.

The fees are outlined on the Fees Table, this table may be updated as and when fees change.

<b>Age of child</b>	<b>Standard Weekly fees</b>
2 - 3 years old	£90.00 per week*
3 - 5 years old	£50.00 per week*

\* Note that the fees change from £90.00 to £50.00 the term after the child's 3<sup>rd</sup> birthday.

### Extra sessions and Optional Extended hours

We are happy to offer extra sessions to any child settled if they are available. Children entitled to subsidised 4 days childcare may attend the fifth day session at a cost outlined in the extra session fees below.

When operational, the extended hours run from 12.45-2.30 pm, Monday to Friday. There must be enough children enlisted for these sessions to be operational and the number of places is limited.

Attendance to the extended hours must be agreed with the management in advance, and depends on availability.

	<b>2 year old</b>	<b>3&amp;4 year old</b> (term after 3 <sup>rd</sup> birthday)
<b>Extra morning session</b> (for eligible free places)	£20 per session	£15 per session
<b>Extended hours</b> <b>(Mon – Fri)</b>	£45 per week	£40 per week
<b>Extended hours</b> <b>(4 sessions per week)</b>	£35 per week	£30 per week

<p><b>1 or more Extended Hours session weekly or the odd session on demand (depending on availability)</b></p>	<p>£10 per session for all</p>
--	--------------------------------

- All fees must be paid by bank transfer unless agreed otherwise with the Manager (i.e. extra sessions or Extended hours may be paid weekly in cash)
- There is no charge for half terms and summer 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 at the end of the summer term with the new fees beginning in September.

### **Childcare Vouchers**

The nursery participates in the Childcare Voucher Scheme, a tax and National Insurance relief scheme offered by government legislation. If your employer participates in this scheme, you may wish to pay your Nursery fees this way. We accept Childcare Vouchers from most the financial organisations. If the childcare voucher does not cover the full fees, please ensure to pay the difference via bank transfer.

### **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.

Where 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 10 minutes that they are late past pick-up times (12.45 pm or 2.30 pm for extended hours).

Repeated lateness of less than 10 minutes at pick up times will be marked on the register and will incur a similar fee when 3 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 setting's budget. They must be paid in advance, within a week of being issued, to ensure your account does not go in arrears. The Local Authority maintain a no arrears policy, which we adhere to.

Should 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 carers with a reminder to pay. If the overdue fees are not paid within 1 week of the reminder being sent, the overdue fees will incur a charge of £10, 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. As stated in the Admissions Policy, this will also result in a sibling's application for admission being at risk.
- If the situation cannot be resolved, the child will lose their place to the next child on the waiting list.
- It is not the responsibility of the nursery staff to remind parents to pay their fees.

## **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, severe weather conditions, or an illness epidemic 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 3 consecutive days of closure and a 35% of the daily fee will be due after this, until the setting reopens. If the full fees have already been paid, the balance will appear in credit and will be forwarded to the following half term.

However, 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 1 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, 1 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.

This policy was adopted at a meeting of

**St. Augustine's Nursery**

Held on (date)

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

---

---

---