

Butleigh Nursery School Fee Policy

This fees policy forms part of the contract with the parents/carer and Butleigh Nursery School.

Background information:

Butleigh Nursery School operates a service which is fair and competitively priced. We aim to offer a high quality, safe, stimulating and nurturing environment that provides a service that is good value for money. Opening times and hours for the setting are Monday, Tuesday, Wednesday, Thursday and Friday – 9 am to 3 pm, with Tuesdays being spent at Butleigh School from 9 am to 3 pm.

Fees

Fees are charged at £5.00 per hour for all children.

Nursery Funding

Butleigh Nursery School is eligible to receive Early Years Entitlement Funding for three and four year olds. The funding is for a maximum of 30 hours per week and all children are eligible from the term after their third birthday.

We are also registered to accept Early Years Entitlement for eligible 2 year olds. This funding is dependent on meeting certain criteria (being in receipt of Income Support, Employment Support Allowance, Income Based Jobseekers Allowance etc. – full details can be found at <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>).

Any hours attended in addition to the 30 hours entitlement will be charged at £5.00 per hour. Children may attend additional or ad hoc hours at short notice if a place is available at the standard rate of £5.00 per hour.

Butleigh Nursery also accepts the 30 hour childcare grant. <https://www.gov.uk/30-hours-free-childcare>

Additional Fee Information

Are fees payable when children are on holiday?

Fees are payable at the full rate when children are absent due to holiday.

Are fees payable if child is absent due to sickness?

Fees are payable at the full rate when children are absent due to sickness.

Are fees payable if child is absent due to long term sickness?

In these circumstances a reduced fee may be negotiated at the discretion of the management.

Closure due to Severe Weather Conditions

If the nursery cannot offer a service due to severe weather conditions parents will not be charged. However, if the setting is open but parental choice is not to attend then parents will be charged.

Are there additional charges?

There are no charges for Bank Holidays.

There is an annual summer trip which carries an additional charge. Parents are under no obligation to partake.

How and when invoices are given to parents

Parents receive a termly invoice shortly after the start of each term. This covers the total attendance for the term with an adjustment made for the Early Years Entitlement. If the total amount due is in excess of £150.00 the fees can be paid in two installments. Additional or ad hoc hours are invoiced separately and are due for immediate payment.

What is the payment due date for fees?

The due dates are clearly stated on the invoice. The first installment is due one month from the date of invoice and the second installment (if required) is due two months from the date of invoice.

What are the payments options?

We accept payment by cash, cheque (payable to Somerset County Council) or through ParentPay – please ask the school office to set up an account.

We are also registered to accept Child Care Vouchers – please speak to someone in the school office.

How can parents change child's hours?

If you wish to change your child's hours we require 4 weeks notice in writing, addressed to the manager. In the first instance, please speak to the manager about changing your child's hours.

Is there a notice period for cancellation of a child's place?

If you wish to terminate your child's place we require 4 weeks notice in writing, addressed to the manager. Alternatively fees are paid for time in lieu of notice.

Are parents charged if they are late collecting their children?

We understand that parents can occasionally be unavoidable late collecting their child. However, we reserve the right to charge £5.00 per 30 minutes (with a minimum charge of £5.00) for late collection at midday and £5.00 per 15 minutes for late collection at the end of the day. This is to cover our legal requirement on staff ratios stating that a minimum of 2 staff members are present on the premises at all times.

Monitoring Payments in Arrears

The date by which the fees are due for payment is clearly stated on the invoice. All payments will be checked against the invoice on the due date. All overdue payment will be chased by the school. We reserve the right to release the Nursery place when an invoice remains unpaid at the end of the term to which it relates. If you are experiencing difficulty in paying, please speak to the nursery manager or someone in the school office.

Termination of the contract:**How and why would a setting terminate a child's place?**

In the event of unsuitable behaviour from parents/carers or for non payment of fees (see above) the setting reserves the right to terminate the child's place without notice.

When do you review your fees?

To enable the setting to cover the running costs and continue to provide quality care the fees are reviewed annually in July.

How do you inform parents of changes to fees?

Parents are informed of an increase in fees by writing in July with the increase taking effect on 1st September in any given year.

Informing parents of changes to policy

If changes are made to any policy which impact parents then one month's notice will be given in writing.

This policy was approved by the Governing Body of Butleigh Primary School, as trustees of Butleigh Nursery, on 14 July 2022 and covers the period to 31 August 2023.

Parent Signature: _____ Date: _____