

# Charging Policy

## *Statement of Intent*

At Bishy Barnabees Day Nursery, we believe the fees we charge reflect the safe and stimulating services we provide for the children and ensure the continued high standards and sustainability of the Nursery. In doing so, we ask all parents/carers to respect our policy.

## *Aim*

We aim to ensure, where possible, invoices are issued on time giving families as much time as possible to pay their fees. We work in partnership with parents and set up payment plans if the need arises and ensure that conditions are not imposed to parents/carers who wish to access the funded entitlement.

## *Methods*

The Schedule of changes

1. The fees are reviewed at the Owner's discretion
2. The Nursery will notify the parents in writing 4 weeks in advance of any price increase.
3. For 2017 the hourly rates are 0 – 2yrs: £4.30 2 – 3yrs £4.10  
3 – 5 yrs £3.90
4. The Nursery offers discounts for siblings.
5. Any bank charges the Nursery incurs through the non payment of a cheque will be passed onto the parent/carer.
6. Where a child is not yet in receipt of Early Years Education Funding, a fee of the hourly rate for the session applies.
7. If a parent/carer has any issues with their bills, they should contact the Office or the Manger in the first instance.
8. Meals are not included in the funding entitlement, however, parents are able to provide their child with a packed lunch/tea.

## *The Free Entitlement*

The Nursery is registered to receive Early Education Funding Entitlement for 2,3 and 4 year olds, where eligible.

1. Children receive funding in the funding period following their third birthday.

Funding periods run from:

1st September to 31st December

1st January to 31st March

1st April to 31st August

2. Parents are free to use their funding at any registered setting. Parents are also able to split their funding between two different settings.

3. The Nursery operates for 51 weeks of the year and is listed with Norfolk County Council as an approved provider to offer the Early Education Funding entitlement for 2, 3 and 4 year olds and have agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for local Authorities. Children in receipt of the Early Education Funding are entitled, at present, to 15 hours of funded childcare per week; however, any hours above the 15 hour free entitlement will be chargeable, and parents are made aware of this at onset. Parents are made aware that funded sessions are to be no shorter than 2.5 hours and no longer than 10 hours.

4. When a child is eligible to receive their free entitlement, the parent will need to complete a Parent/Carer Claim form with the days and hours they would like to receive the funding on. Once completed, the data is sent to NCC and the form is kept at the Nursery locked away for 2 years after the child has left Bishy Barnabees.

### *Payment Due Dates*

1. Invoices are issued as close to the 15<sup>th</sup> of the month as possible, with the invoices relating to the following month. Invoices are only issued once the previous invoice has been paid.

2. Fees are due on or before the 15<sup>th</sup> of the relevant month, therefore paying half the month in arrears and half the month up front.

3. Payment can be made via Childcare Vouchers, standing order, cheque or cash. Alternatively, payments can be made via online banking to the Nursery's bank account.

4. Fee payments will be checked by the Office Manager and entered into a fee register. The Nursery will issue a receipt for cash payments only.

5. It is the parents or carers responsibility to contact a member of the management team if there is a problem with paying the bill and to discuss the possibility of paying by instalments.

6. In the event of non-payment of fees by the due date, the following procedure will be followed:

If invoices remain outstanding after the 15<sup>th</sup> of the month, a slip is given to parents detailing the outstanding amount and also the 5% interest charged due to late payment. The slip also explains that if invoices are not paid by the end of the month, their child's place may be suspended until the invoice has been cleared in full.

If families are struggling to pay their invoices, we are happy to discuss a payment plan which suits both parties.

## *Holidays, Sickness and Cancellation*

1. However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness.
2. The Nursery requires at least 4 weeks notice in writing before withdrawing your child from their sessions. If notice is not given, we reserve the right to charge fees. This also applies to children in receipt of Early Education Funding.
3. When a place is accepted at the Nursery for a child, a non-refundable deposit of £50 is required to secure the place, this amount is then deducted from your first full monthly invoice.
4. In the event that the Management decides to close the Nursery and that there is a disruption to services, i.e. adverse weather conditions, parents will not be charged for the session.

## *Financial Support to Parents*

1. Anyone in particular need may also pay fees weekly with the agreement of the office. The fees must be paid at the child's first session of each week and need to be handed to the office.
2. The nursery accepts Childcare Vouchers direct through employers if there is no financial or administrative implications to nursery. Any parent wishing to use Childcare Vouchers should contact the office first.
3. For parents who have to pay for any part of their childcare, help may be available via the child tax credit system. For further information, parents can contact:  
HRMC – [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

This policy was adopted in July 2015 and Reviewed March 2017 and read in conjunction with the Admissions policy & procedure, data storage and retention policy, Emergency closure policy, non payment of fees policy, Non-collection of Children policy and Equality, Inclusion & diversity policy.