



Policy Document 20 – Payment and Fees Policy

01	Following a visit to the setting a place is not secured until a holding deposit payment of £200 has been made. A child will not be able to begin attending until this first payment has been made. This payment is then deducted from the first monthly payment on the commencement of a place. Please note that if a deposit is made and the place not taken the deposit is not refunded.
02	The rate per hour is £5.15. The hourly fee is reviewed regularly, usually annually, and a minimum of 2 months notice will be given for any increases.
03	The Wincanton Early Years Centre is able to provide a cooked, 2 course lunch. This is chargeable at a cost of £3.00.
04	A <i>minimum</i> of 4 hours must be booked in any one session. This is reduced to 3 hours for children in receipt of Early Years Entitlement funding.
05	If children are dropped off early or collected late their session time will be rounded up to the nearest quarter of an hour. If a child is collected after 6.00pm a £15 surcharge will be payable in addition to the normal nursery fee and any other overtime fees incurred.
06	Additional, 'one off', sessions may be booked (subject to availability). However, sessions/days are not interchangeable.
07	Additional sessions and any overtime fees are billed monthly in arrears. These invoices can be added to an existing Direct Debit, or settled separately by cash, bank transfer or card payment.
08	One months notice must be given in writing by the parent/carer of their intention to terminate their child's nursery place or request a change to their standard hours or days. If the child leaves within the notice period they will continue to be charged until the notice period is complete. Additionally, if a child in receipt of Early Years Entitlement funding fails to provide one months notice we will continue to claim for the hours that were scheduled to be attended for the full notice period.
09	Children are entitled to 5 weeks worth of 'holiday' days when the fee drops to 50% of that usually payable. This holiday entitlement is deducted as a discount from the annual fee. Monthly fees do not change when children are on holiday. At least 1 weeks' written notice must be given for all holiday days booked.
10	If a child fails to attend their session through illness or general absence the full fee is still payable.
11	The setting is closed on all statutory Bank Holidays. Normal charges will apply if your child attends on those days with the exception of Christmas Day, Boxing Day, and New Years Day. The nursery will also be closed on up to 4 INSET days per year. The days on which these occur will be rotated and normal charges will apply.
12	Invoices are generated on, or around the 28th of each calendar month and are paid one month in advance. Invoices are calculated based on the standard annual fee plus meal charges minus the holiday discount. This fee is then averaged over a 12 month period to provide a consistent, monthly amount. Parents/carers must pay the month's fee by direct debit, cash, card or bank transfer into the bank account nominated by the setting.
13	Alternatively, parents/carers can choose to pay on a weekly basis in advance. Weekly payments must be paid in cash, by card, or bank transfer, cheques are not acceptable.
14	If the payment is not made in line with points 12 or 13 the child's place will be <u>automatically suspended</u> . This means that the child will not be permitted to attend nursery but their place will be maintained and continue to be chargeable. Once the outstanding fee has been paid the child's place may be re-instated at the discretion of the setting manager.
15	If full payment is not received within one month of the invoice date the child's place will automatically be cancelled . The debt will then be passed to our debt collection representative who will pursue the debt on our behalf. All collection, court & enforcement costs will be added to the

	outstanding debt.
16	Full or part monthly payments can be made using the vouchers provided by the HMRC tax free childcare scheme. These must be scheduled for payment on a monthly basis and will be deducted when calculating any direct debit amount.
17	<p>Children that are in receipt of Early Years Entitlement (EYE) funding for 2, 3 and 4 year olds may claim up to 15 hours per week for a Term Time Only place or 11 hours per week for a full time place up to a maximum of 570 hours per year. Those parents that are entitled to the extended Early Years Entitlement may claim up to 30 hours per week for a Term Time Only place or 22 hours per week for a full time place up to a maximum of 1140 hours per year. The maximum hours that can be claimed on any one day is 10 with the minimum being 2.5. Additional hours can be booked above the available funding and these will be charged in the usual way. EYE funding for 2 year olds is means tested. Parents/carers can apply online or by contacting the Early Years Entitlement team at County Hall in Taunton. To access EYE funding for 2,3 or 4 year olds a copy of a valid passport or birth certificate must be provided to us. If this documentation is not provided parents will be unable to access the funding and will be liable for the full nursery fees.</p> <p>Children booked to attend Term Time Only in Preschool can book additional hours during school holidays (subject to availability) and these will be invoiced separately.</p>
18	<p>After School Club & Holiday Clubs are charged as follows:</p> <ul style="list-style-type: none"> • School Collection: £2.50 • After School Club Session: £3.50 per hour • Holiday Club Session: £8.00 (9.00am to 12.00pm or 1.00pm to 4.00pm) • Holiday Lunch Club: £2.50 (12.00pm to 1.00pm)
19	After School Club & Holiday Club invoices are generated on or around the 28 th of each month and are payable in advance. Once booked fees are payable even if the child does not attend.
20	Any parent/carer that is currently employed in any of HM Armed Services will receive a 5% discount on all fees.

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