

## 15. FEES POLICY

At a Trustee board meeting held on 22<sup>nd</sup> March 2010 the Board members of the then Daisy Play Centre reviewed and agreed the following Fees Policy. This policy is reviewed each year during the summer term in respect of the settings run by Daisy and Rainbow Childcare.

### **Setting Fees**

- Childcare fees are based upon a standard hourly rate of £6 for all children under the age of 3 years old and £5.50 for children aged 3 and 4 years old.
- Each session booked for childcare will be a minimum of 3 hours' long (2 hours at Daisy) and for a minimum of 2 days.
- Childcare session times may be changed without administration charge, if there is availability, with a minimum of 4 weeks' notice in place.
- An administration fee of £20 (will be charged for any childcare session changes made without due notice. This fee may be waived at the discretion of the co-ordinator to respond to emergency situations.
- No administration fee will be charged for anyone who needs additional hours on an emergency, on-the-day basis
- There is a one-time only payable Registration Fee of £60 per child for all children not in receipt of government funding or who are seeking additional hours. This fee is utilised to provide administration time, induction time for parents and settling times for the child prior to their official start date. A reduced fee of £30 will be charged for a second sibling or for transfer between our two settings. The fee chargeable at Daisy will be £35 as the service is term time only. This Fee is non-refundable. The fee will be chargeable at the time when the place is confirmed by us – confirmation of the place will be dependent upon receipt of payment within 10 working days.
- A retention fee will be charged to any parent who wishes to keep a place open for their non-funded child for a period of longer than one month once a child has started with the setting. The fee will be based upon 20% of the current chargeable weekly amount (minimum £15) per week per child that the place is held open, non-refundable. The specific day / session could not be guaranteed.
- Fees will be paid by the date due as indicated on the invoice which will be issued to parents monthly on the 1<sup>st</sup> of each month. Parents may elect to pay in instalments in advance should they wish.
- All children eligible for EY funding will be invoiced with a reduction shown for the eligible funding care charged at our current hourly rate.
- Any outstanding unpaid accounts by the payment due date will incur a 10% charge against their next invoice.
- Invoices are provided to parents via email at no charge. A hard copy of the invoice can be made available to a parent upon request at a charge of £1.

### **Term Time Only Contract**

- At Daisy, only Term-time care is available.

- At Rainbow, Contracts for childcare will provide care across the year with planned closure only on bank holidays, two training days and a week at Christmas. All days when a service is available are chargeable and contracted.
- Term-time only places will remain available upon request. A retainer over the half term holidays, Easter and Summer holidays will be payable. The retainer is set at 25% of the normal daily fees paid by that child.
- Current children (July 20) who are on a term time only contract will be advised the new terms and given opportunity to apply for the retainer to be waived. The new terms to come in to enforcement from Jan 1<sup>st</sup> 2021.
- Holiday care may be made available to children on term time only contracts on their booked days and hours – full fees are payable for any hours the child attends over the value of the retainer.
- The nursery may waive holiday retainer fees upon receipt of an application, which may include a direct conversation with the parent/carer. The final decision to waive the fees will be made by the Childcare services manager.

### **Holiday care**

- Holiday care places may be booked (subject to availability) for children on term time only contracts based at Daisy.
- A daily administration fee of £5 will be charged.
- The Full day discount rate will not be available.

### **Daisy Pre-school Session times and fees**

- Childcare will be provided flexibly with start times available on the hour across the day from 9am to 1pm.

Day	Start Time	Finish Time	Duration	Full day Cost	Full day Cost for Under 3's
Monday - Thursday	9am	3pm	6hrs	£ 33	£36
Friday	9am	2pm	5hrs	£27.50	£30

### **Rainbow Nursery Session times and fees**

- Childcare will be provided flexibly with start times available on the hour across the day from 8am to 3pm.

Start Time	Finish Time	Duration	Cost £	Cost for Under 3's £
8am	6pm	10hrs	£55	£60
Full Day DISCOUNT RATE		10hrs	£52.50	£57

NOTE – the full day discount rate is available only on contracted hours for all children not in receipt of government funding

### **Early Years Entitlement (EYE) - Universal Offer**

- All children in the term after their 3<sup>rd</sup> birthday will be eligible to 570 hours per year Early Years Entitlement (EYE) which usually equates to 15hrs per week over 38 weeks of the year or 11hrs over 52 weeks of the year. This funding is currently £4.16 per hour

### **Consumable Fees**

- There will be a fee for children who access the EYE funding to cover the cost of consumable items, i.e. snacks and lunches. There will be a flat rate minimum fee of £1.50 for a 3-hour session with a further 50p per hour for any additional time.
- Children who are eligible to EYPP funding or who access 2-year-old funding will not be charged any consumable fees.

### **Early Years Entitlement (EYE) – Extended Offer**

- Children in the term after their 3<sup>rd</sup> birthday may be eligible to a further 570 hours per year funding if their parents are eligible for, apply for and are verified for said funding (as Sept 2017). This will equate to 15hrs per week over 38 weeks of the year or 11hrs over 52 weeks of the year. This funding is currently £4.16 per hour

### **Funding for Two-year olds – “Golden Ticket”**

- Eligible children for the 2yr funding will be supported in our settings per our admissions policy. Children will be eligible to 570 hours per year “Two Year Funding” which usually equates to 15hrs per week over 38 weeks of the year or 11hrs over 52 weeks of the year. This funding is currently £4.98 per hour
- At Rainbow we will enable parents to access the extended entitlement only on a full day care contract, hence providing a consistent weekly offer across the full breadth of the opening weeks offered at the Nursery. Eligible parents will be able to access the offer up to 22hrs per week /1140 hrs per year across the 51 weeks the setting is open.
- At Daisy we can offer up to 29 Hours per week in line with our opening hours

### **EYPP (Early Years Pupil Premium)**

- We will encourage all parents and carers to complete the funding application for this funding. This funding is currently 53p per hour.

### **Absenteeism**

- Children who are hospitalised will not be charged an absentee fee if we are given due notification. We will make every effort to hold the childcare place open for the duration.
- Children who are absent from their registered session will be charged the full payable fee unless in receipt of government funding.

### **Concessions**

- There will be no concessions for a second sibling for children aged 3 and 4 years old.
- There will be a concession for a second sibling / twin for children under the eligible age for receipt of EYE where the second child will be given a 10% discount against their fees.
- Concessions may be agreed for staff members whose child attends one of our settings, up to 10% reduction when the full fees are a barrier to the team member being able to effectively attend the workplace or training.
- Staff members will have their registration fee waived if they are already working for us when the application for a place is made.

## **Unpaid Accounts**

- In the case of any unpaid accounts access to additional fee-paying sessions may be withheld at the discretion of the management. We will be keen to discuss any payment difficulties with parents and work with them to the best of our ability to secure an amicable solution and establish a mutually agreed payment plan.
- See the Finance policy for further information.
- Legal action will be sought if payees' default upon agreed payment plans.

## **Late Collection Payments**

- We understand that on occasion parents / carers may be unavoidably late collecting their child; however, this can lead to our staff ratios being compromised and members of staff being unable to have their break or to go home on time.
- When a parent arrives late, a Late Collection Notice will be given to the parent and this notated. On the third such occasion a Final Warning Late Collection Notice will be issued. From this point forwards all late collections will be chargeable
- A Late Collection Fee will be charged at £15 for each 15-minute period or part thereof.
- With appropriate communication from parents/carers informing us of their lateness the fee MAY be waived at the discretion of the coordinator or manager.
- If children are collected late at the end of the day - 3pm at Daisy and 6pm at Rainbow an Automatic late fee will be applied.

## **Childcare Tax Credits**

- We will encourage all parent/carers to make an application for suitable childcare allowances and direct them to the Childcare Choices website <https://www.childcarechoices.gov.uk/>

## **Nursery Childcare Vouchers**

- We will accept workplace childcare vouchers against accrued fees.
- We will ensure that parents understand that we will not hold more than 2 month's vouchers on account in credit.
- Any overpaid childcare vouchers will be re-credited to the childcare voucher company upon request from the parent.
- If parents elect to pay in childcare vouchers beyond the 2-month period and then request a refund we will charge an administration fee of 5% of the total figure to be repaid.
- This policy will be reviewed annually, and any changes notified for parents and carers at the beginning of the following new term.

Policy formulated on: \_\_\_\_\_

Policy last reviewed on: Sept 2020

Signed: \_\_\_\_\_