

# Fees Policy



If there are any concerns about the following or payment of fees generally, parents are requested to talk to Jo Young the Finance Officer.

## 1. Rates

Our fees are currently £4.25 per hour, as at September 2017 and are reviewed annually in the light of the Playgroup's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

## 2. Funding

All three and four year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. Upon your child's eligibility date, if parents choose to use funding at Coalway Early Years a funding declaration form is required to be completed and signed, termly. The forms are preprinted by us and presented to parents/carers to check and sign. Without the signed declaration form we are unable to claim the funding from Gloucestershire County Council – every effort will be made to obtain your consent by the deadline date set by Gloucestershire County Council. Failure to sign the declaration form may result in the sessions being chargeable by invoice.

Child's birthday	When you can claim
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

### Achieving Two Year Olds

Some two year olds may be entitled to 15 hours free childcare, please see \*eligibility criteria below, taken from <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-benefits>

If you think you may be eligible to the Achieving two year old funding please contact Jo Young the Finance Officer whom with your permission can apply for the funding once your child has turned two and if eligible can be claimed from the term after your child's second birthday (please refer to the chart above) . To apply the following information will be required –

- Child's name
- Child's date of birth
- Address including postcode where child resides
- Parent/Carer name
- Parent/Carer Ni Number
- Parent/Carer Date of birth
- Parent/Carer address
- Relationship to child

\* Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Tax credits and you have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

### 30 Hours Child Care & Tax-Free Childcare

We accept the 30 hours funding and Tax-Free Childcare. For more information, to check eligibility criteria and apply for the above schemes visit <https://www.childcarechoices.gov.uk/>

If you meet the criteria for the additional 15 hours (30 hours free childcare) you will be issued with an 'eligibility code' which we will require along with your national insurance number to claim the additional funding. **Please be aware you will be required to re validate your eligibility every 3 months.** A reminder email and/or text will be sent to you from Childcare Choices. If you become ineligible you will be granted a grace period to retain your childcare place for a short period which will be assigned to you along with your eligibility code.

**Parents/Carers must apply for the extended entitlement the term before they wish to claim the extended hours. If you forget to apply, you will have to wait until the following term to claim the funding.**

**We are required to validate the eligibility code every 3 months, if a code is invalid an invoice will be issued and payable within the invoice terms, as stated on the invoice and conditions of this policy**

If you require any assistance to apply or do not have access to the internet you can apply by telephoning the childcare service customer interaction centre on 0300 123 4097.

### **3. Non Funded Hours**

- Fees are payable 38 weeks of the year and are invoiced termly in advance and placed in your child's drawer at the beginning of each term (September, January and April).
- Parents/carers may request a statement of their account at any time.

### **4.Payment Terms**

- Fees are payable in advance and can be paid to suit your circumstances in weekly, fortnightly, monthly, half termly or termly payments by bank transfer, cash, cheque or childcare vouchers offered through employment benefit schemes
- Payment methods accepted;
  - Cash
  - Cheques made payable to Coalway Early Years
  - Bank: HSBC - Account Number: 51061593 Sort Code: 40-18-05 please use your child's name as a reference.
  - Childcare Voucher Schemes
  - Tax-Free Childcare

**Cash and cheques should be paid into the office. Please do not leave cash or cheques in children's bags, drawers or belongings. Coalway Early Years will not accept responsibility for any cash/cheques lost, which have not been recorded through the Office.**

- Session fees are payable in advance by weekly, fortnightly, monthly, half termly or termly instalments All session fees must be paid in full by the end of each half term period – deadline dates for these payments will be clearly stated on your invoice.
- Where relevant, reminder letters will be sent out throughout the term.
- If fees are not paid in full by the end of each half term payment deadline date, as stated on your invoice you will be subject to a fine of £5 per week for each week payment is overdue until payment is made in full for arrears
- In cases of repeated late payments your child's non-funded hours will be suspended until full payment for arrears has been made – we will only hold the non-funded hours for a limited period of time.
- If you are experiencing difficulties with making payments on time you must speak to our Finance Officer, Jo Young, at your earliest convenience. In certain circumstances we may agree to a payment plan.

## 5. Inset Days

Inset days are not charged to non-funded children

For children who access funding and pay for additional hours a proportional adjustment will be made to fees, if an inset day falls on a day your child attends – This is based on the proportional allocation of funding.

## 6. Non Attendance

If your child does not attend for any reason such as illness or holiday your child's session fees are still payable, no refunds are offered.

## 7. Emergency Closure

In the event of the setting being forced to close due to unforeseen circumstances such as adverse weather or major maintenance, normal charges will still apply. This may be subject to review by Coalway Early Years management depending on the circumstances.

## 8. Notice

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. 4 weeks written notice is required of a child leaving or reducing their sessions, otherwise fees in lieu of notice will be charged.

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>		
	<b>Signed (Chair or Committee)</b>		
<b>Date for review</b>		<b>Date for review</b>	
<b>Date for review</b>		<b>Date for review</b>	