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## **St Peter's Nursery Fees Policy**

### **A Member of the West Somerset Academies Trust**

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*At St Peter's Nursery we value every family and nurture children as individuals. We believe when we work together in a kind-hearted and caring way, we will equip our children with the knowledge, confidence and independence needed for their future adventure!*

#### **1. Introduction**

St Peter's Nursery is situated on the site of St Peter's First School and is a member of West Somerset Academies Trust. St Peter's Nursery works cohesively with all First schools to ensure successful transitions into school.

We welcome children from three months old until they start school. We offer a high quality, safe and stimulating learning environment, which is good value for money.

#### **2. Session Times and Hourly Rates**

- 2.1 St Peter's Nursery is open Monday – Friday all-year-round – 50 weeks of the year. St Peter's Nursery is closed for one week over Christmas and New Year plus all statutory Bank Holidays and INSET days during the year, dates of these will be sent out and can be found on the Nursery Website.
- 2.2 The Nursery is open 8:00am to 5pm.
- 2.3 Sessions are charged at an hourly rate and based on the age of the child; this reflects the statutory ratios set out in the EYFS statutory framework.
- 2.4 Hot lunches are available for children attending at lunchtime (12noon) at a cost of £2:10.
- 2.5 Parents/guardians can use their Early Years Entitlement (EYE) of 15 or 30 hours a week for their child at our setting if they are entitled to funding; additional hours can also be purchased. Please refer to the fees schedule in *Appendix 1* for details
- 2.6 The Nursery manager will arrange free settling- in sessions

<b>Children Under Two Years</b>	<b>Children Aged Two to Three Years</b>	<b>Children Aged Three to Five Years</b>
£4:40	£4:32	£4:24

### **3. Registration and Admissions**

3.1 Application for a place in St Peter's Nursery needs to be made by completing an application form which is available from the nursery or it can be downloaded from the Nursery website.

3.2 No administration fee or deposit is payable to register for a place at St Peter's Nursery.

3.3 Parents/guardians will need to produce their child's original birth certificate, if applying for early years funding this will be used to support the claim.

### **4. Eligibility**

4.1 St Peter's Nursery admits children from three months old.

4.2 To be eligible for Early Years Entitlement (15 hours per week) the child must have become 3 years old the term before they start Nursery. For example, if a child is 3 in February, he/she can claim funding from the 1<sup>st</sup> of April (note that Easter doesn't always divide the claiming periods)

4.3 If a child is in receipt of Two-Year Funding this needs to be in place before the child starts or sessions will be charged up front until funding is secured.

4.4 Two-Year funding is granted but Somerset County Council – If a child is in receipt of Two-Year funding from a different local authority they will need to reapply for Somerset.

4.5 Parents are advised to take responsibility for ensuring funding is in place and up to date.

4.6 Further information on Entitlement Funding (including Extended Funding) is detailed in **Appendix 2**.

4.7 If you would like more information about Early Years Entitlement, please follow the link to: [Somerset Early Years Entitlement information](#). You can contact the Entitlement Team:

4.7.1 01823 357039; or email:

4.7.2 [Eyfunding@somerset.gov.uk](mailto:Eyfunding@somerset.gov.uk)

4.8 St Peter's Nursery is open to all children, irrespective of where they live.

4.6 This fees policy forms part of the contract with the parent/carer and St Peter's Nursery.

### **5. Opening times and dates**

5.1 St Peter's Nursery is open 50 weeks a year.

5.2 The opening times and hours for the setting are 8:00am – 5:00pm Monday to Friday.

5.3 St Peter's Nursery closes for school INSET days. Charges will not be incurred for these periods.

### **6. Lunches/snacks**

6.1 We ask parents/carers to either provide their child with a packed lunch or order a cooked lunch, if their child attends over the lunch period. Hot lunches can be booked through the Nursery at a cost of £2:10. Snacks will be provided by the Nursery.

6.2 – Parent/carers are responsible for informing the Nursery if their child has any allergies.

### **7. Invoicing and Fees**

- 7.1 Invoices will be sent out via email towards the middle of each month for sessions booked for the following month. It is vital we hold the email address for the primary carer who elects to be responsible for the actioning of the invoice and other financial communications.
- 7.2 Statements will be sent out via email monthly if your account falls into arrears.
- 7.3 Fees must be paid within 5 working days. Please see separate note in cancellation section with reference to final fees.
- 7.4 All fees are due a month in advance
- 7.5 Children who attend sessions which are over and above the entitlement they claim for, St Peter's Nursery will charge for those extra hours at an hourly rate. This calculation will be clearly identifiable on the invoice.
- 7.6 Payments can be made by BACS into the following account:
- 7.6.1 Account Name: - WSAT NURSERY ACCOUNT
  - 7.6.2 Sort code: - 30 62 63
  - 7.6.3 Account number: - 20805360
  - 7.6.4 Please quote your account reference number e.g. JBLO01 and setting abbreviation "TBN"
- 7.7 We also offer Parentmail as an alternative option please email [nurseryfinance@wsat.org.uk](mailto:nurseryfinance@wsat.org.uk) for further details.
- 7.8 Cash payments are not accepted
- 7.9 Parents/carers who apply for funding to pay for their childcare fees. e.g. Learner Support funds, Care to Learn, etc. are expected to have this funding in place before their child starts at the nursery or provide the nursery manager with evidence of their entitlement.
- 7.10 Parents/carers who access their nursery education funding (Early Years Entitlement) will only be charged childcare fees if they use additional services, or if they fail to attend the contracted hours on a regular basis as outlined in the EYE contract.
- 7.11 Funded hours are shown on the invoices, which clearly show that hours, not monetary value, have been deducted in calculating the invoice total. If your booking is completely covered by funding, and you don't pay for any extras, you will receive an information only invoice once per term, not a monthly invoice.
- 7.12 Full fees are charged if your child is absent due to illness or other reasons; funded hours will be claimed by St Peter's Nursery on your behalf and you will just need to sign a Parent Declaration form to confirm the number of hours claimed at the setting.
- 7.13 Should your child be absent for more than 1 month due to sickness the Nursery Manager should be made aware of this so that the situation can be discussed, and fees will be waived however we cannot guarantee that the child's place can be held open for them after that point. We will however endeavour to do our very best for the child and their family.
- 7.14 Fees will not be charged when the nursery has INSET days or emergency closure. EYE hours lost due to nursery closure may be adjusted on the Parent Declaration form, as it is not always possible to rebook these hours due to weekly limits. In the event of emergency closure, we will not be able to offer these sessions at a later date as there would not be capacity to do this.
- 7.15 Nursery fees do not include nappies or lunches.

## **8. Additional and change of hours**

8.1 Parents may request a change in hours with the Nursery Manager. Other staff will be happy to accept the written request form, but decisions will be made by the Manager, who will endeavour to respond to the request within 5 working days of receipt of the request. The setting reserves the right to apply a 4-week notice period for change requests however we will endeavour to work with the family in each case.

8.2 All requests need to be made using the form in appendix 3.

## **9. Cancellation of child's place**

Four weeks written notice is required for the termination of the contract by a parent/carer. If the child starts at a new setting within the four weeks, the funded hours will be claimed until the end date and any hours not covered by the entitlement will be charged to the parent/carer from both settings.

## **10. Charges for late collection of children**

If a child is collected late from a session, we reserve the right to charge £5 late fee. These fees are charged to cover extra staffing hours which may need to be paid to ensure that the correct numbers of staff members are present. Should there be continuing occurrences the Nursery Manager reserves the right to withhold the child's place. We ask parents to be punctual at drop off and pick up and ask that if something has happened you call the Nursery to inform us.

## **11. Monitoring payments in arrears**

11.1 If a payment is more than 4 weeks overdue St Peter's Nursery will take the necessary steps to recover the outstanding monies.

11.2 If at any time a parent/carer goes into arrears with their nursery fees the setting reserves the right to withdraw the place and invoice for the full amount owing.

## **12. Non-payment of fees**

12.1 In the first instance it is important to ensure open communication between all parties.

12.2 St Peter's Nursery will actively support the family whilst they have outstanding debt. However, it needs to be made clear that the nursery can neither afford nor tolerate debts for long periods.

12.3 The following steps will be implemented although seeking legal redress will remain the ultimate course of action:

- A meeting will be set up between the parent/carer and a Nursery Finance Officer to set up a payment plan. The plan will state what will happen if a payment is missed. The plan will be signed by the Nursery Finance Officer and parent/carer; a copy will be kept on file
- If the parent/carer defaults on the payment the child's hours will reduce to EYE hours (if they are entitled) until the debt is cleared. If the debt is not cleared, then the place will be withdrawn. The parent/carer will be notified in writing.

- St Peter's Nursery reserves the right to recover debt through the courts or debt recovery agency – should this be the case the parent/carer will be notified in writing.
- The setting will pass on information of debt arrears to any other Early Years provider who may make enquires about bad debts.

### **13. Termination of the contract by the setting**

The setting reserves the right to terminate the contract for a child's place in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times [settings notice period –i.e. 4 weeks] notice in writing will be given.

### **14. Informing parent/carers of changes to fees or policy**

14.1 Fees are reviewed annually in the Summer term and changes will be published in June for a September change.

14.2 Parents/Carers will be notified, in writing, two months before we are ready for implementation.

14.3 The new fee structure will be posted in the setting as well as through Parentmail. We will also notify parents/carers of who to speak to should they wish to discuss fees. The policy will require a response to enable the Trust to track that parents have been made aware of the changes.

### **15. Holiday Club**

The West Somerset Academies Trust offers Holiday Clubs for School age children. Children starting school the following September can attend Nursery provision at St Peter's Nursery – parents are able to stretch their funding to cover holiday periods or pay additional hours at a cost of £4.24. A request for Nursery holiday provision needs to be arranged a month in advance to allow appropriate ratios. If you wish to discuss your options for funding please contact us.

Holiday provision runs at February Half Term, Easter, Summer holidays and October half term.

#### Holiday Club Fees for school age children

Day Rate £26.72 = 8:30am – 4:30pm

Additional hours may be requested at a rate of £3.34

We are unable to refund any missed sessions.

### **16. Holiday Allowance**

16.1 For those children attending four or five full days a week, all year round, a holiday allowance is available on request. This is two weeks holiday at 50% fees. Whole weeks can be booked a month in advance with the manager, to take a holiday and only pay 50% of the paid fees. This can be taken in two blocks of one week or one block of two weeks. The period runs from September to August.

16.2 All requests must be made using the form in appendix 4

16.3 Please note only children attending St Peter's Nursery exclusively and all year round are entitled to the holiday allowance.

## **17. Covid-19**

17.1 If a parent withdraws a child from the nursery over a period lockdown, a 50% retainer will be charged for sessions that are not attended. This will allow the nursery to ensure that the nursery child's place is available after the lockdown period.

17.2 If parents decide to withdraw their child completely and relinquish their nursery place, then the charge for the notice period will still be required but acknowledging the climate, this will be reduced to 50% of their normal weekly fee for 4 weeks.

17.3 If the Nursery or section of the Nursery has to close due to a positive case being identified, fees will not be required during the closure period. Funded sessions will still be claimed with permission through declaration forms.

17.4 Session times will may be altered to allow social distance at drop off and pick up. Flexible starts and finishes will not affect hours claimed.

**Thank you for taking the time to read our Policy document.**

**Please confirm you have read this policy and provide your signature overleaf...**

**St Peter's Nursery Fees Policy – updated June 2021**

Please sign and date the following statements and return this page to our office.

Childs name.....

Parent/Carer Name.....

Child's start date.....

- I have read and agree to St Peter's Nursery Policy
- I agree to pay any preschool fees by the payment due date shown on the invoice and in advance of sessions.
- I understand that if payment of the invoice is not made in full by the payment due date that my child will not be able to access extra sessions until the balance is cleared in full.
- I am aware that I am responsible to pay for any hours which cannot be claimed under the Early Years Entitlement.

Print Name.....

Signed..... Date.....

To Claim EYE funding for your child we need to send some details of your child and a copy of their birth certificate to Somerset County Council. Also, if you wish to access the extended funding hours, we will need to share your National Insurance number.

- I give St Peter's Nursery preschool permission to share my child's details, a copy of their birth certificate and my national insurance number with the Early Years Entitlements Team at Somerset County Council.

Print Name.....

Signed..... Date



## **Appendix 1**

### **1. EARLY YEARS ENTITLEMENT**

Somerset offers 570 Early Years Entitlement (EYE) hours a year for eligible 3 and 4 year olds.

### **2. Entitlement**

Your child will become eligible for the Early Years Entitlement in the funding period after your child's third birthday. To claim funding certain documentation is required – birth certificate. If this documentation is not provided then the funding cannot be claimed by the setting, and parents/carers will be charged for any hours that the child has accessed.

The funding periods are:

Autumn - 1 September to 31 December

Spring - 1 January to 31 March

Summer - 1 April to 31 August

Below is a guide if a child is about to access the funding for the first time, it is broken down into funding periods and birthdays:

- If the child is born between 1 April and 31 August, funding can be claimed from 1 September - autumn funding period
- If the child is born between 1 September and 31 December, funding can be claimed from 1 January - spring funding period
- If the child is born between 1 January and 31 March, funding can be claimed from 1 April – summer funding period
- Entitlement 570 hours across the year or 1140 with 30-hour funding
- Minimum hours in a day 2.5 hrs
- Maximum hours in a day **Up to 10 hours a day** (not before 7.00am or after 7.00pm)
- Maximum hours in a week 15 term-time or 11.4 hours in a week stretched offer.
- Maximum number of providers at any one time 3
- The full 15 hours EYE can be taken over 2 days per week but if the child only attends 1 day per week, the maximum hours that can be claimed is 10 hours.

### **3. The “Stretched” Offer**

St Peter’s Nursery is able to offer the stretched offer. It offers parents a stretched offer by using their 570/1140 hours across the whole year. The year will start from the funding period after the child’s 3rd birthday and 4th birthday. For children who are 4 years of age in the autumn or spring funding period, the hours will be limited. The “stretched” offer will mean that less than 15 hours a week can be claimed. The “stretched” offer reduces the number of hours per week and allows parents to spread their entitlement over more weeks so that they can use some of their hours in the holiday periods if they wish.

#### **For Example**

50 weeks at 11.4 hours per week = 570 or 50 weeks at 22.8 hours per week = 1140

#### 4. **What happens if my child attends more than one provider?**

You can claim at a maximum of three providers that your child attends at any one time. The total hours claimed at the providers cannot exceed 15 per week or 11.4 hours for the stretched offer combined or the 570 over the year.

If the total hours claimed exceeds the maximum entitlement or the maximum per week, the Early Years Entitlement will be allocated among the providers in proportion to the number of hours claimed in that funding period.

#### 5. **Claiming EYE funding**

To claim the EYE funding the following information is required:

- Child's legal documentation – birth certificate. (Given upon registration and a copy is to be sent to the Entitlements Team, Somerset County Council)
- EYE parent declaration form to be completed when the child is eligible. To be signed by Parent/Carer.

It is the parent/carers responsibility to pay full fee cost if the child's legal documentation is not given as the nursery will be unable to claim the EYE entitlement.

#### 6. **Other Entitlements Which May Be Available**

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) St Peter's Nursery is registered with several childcare voucher companies. If you would like more details, please contact the nursery finance officer.

#### 7. **Extended Funding**

All 3- and 4-year olds are entitled to up to 15 hours of funded early years education or childcare a week, for up to 38 weeks a year from the funding period after they become 3 years old. The maximum that can be claimed is 570 hours each year. This is known as the "universal entitlement".

The Government has extended this entitlement to 30 hours a week (for up to 38 weeks a year). The maximum that can be claimed is 1140 hours a year. This is known as the "extended entitlement".

(If using the 'stretched offer' then 11.4 Universal entitlement hours per week can be claimed over 50 weeks a year or 22.8 **Extended** entitlement hours over 50 week each year).

#### **Eligibility for Extended Entitlement:**

Working parents of 3- and 4-year olds will need to meet the following criteria to be eligible for up to 30 hours a week funded childcare:

- Each earns or expects to earn the equivalent to 16 hours a week at the National Minimum or Living Wage over the coming three months. (This means you don't have to actually work 16 hours a week but earn at least the equivalent wage rates.)

### Who will not qualify:

Families will not meet the criteria when:

- Either parent has an income of more than £100,000
- Those that are not in paid work
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

### How to apply:

You must apply for extended hours through: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### You will need:

- Your National Insurance (NI) Number, and your partner's NI number (if applicable). **PLEASE NOTE: IF YOU DO NOT PROVIDE YOUR NI NUMBER, THE SETTING CANNOT ACCEPT THE EXTENDED ENTITLEMENT FUNDING**
- Child's legal name and correct date of birth
- A Government Gateway Account

### What to do if you are successful:

If you are successful, you will receive an 11 digit code to bring to a participating childcare provider (St Peter's Nursery is such a provider). They will need your:

- 11 digit eligibility code
- Child's legal name and correct date of birth (please take along birth certificate)
- Parent name and their NI Number

They will then gain your written permission to verify the code with the Local Authority. Once the code is verified, a place can be confirmed for the **funding period after your child becomes** eligible.

Please present your code to all providers that you are accessing you universal and extended hours funding with. They will ask you to complete a parent's declaration form to indicate who you are claiming the universal hours with. Please keep your copy for your records.

### When can I start using my extended entitlement hours?

If your child's 3 <sup>rd</sup> birthday falls between	You need to apply, get a code and contact your childcare provider before	Once you place is confirmed you can start using your extended hours from
1 September – 31 December	31 December	1 January (spring)
1 January – 31 March	31 March	1 April (summer)
1 April – 31 August	31 August	1 September (autumn)

To be able to use your entitlement you will need to have made a successful application and received a code by the deadlines given. If you miss the deadline you cannot use the extra funded hours, but you will still be able to use the universal hours. For example, if you do not apply and receive a code by 31<sup>st</sup> August deadline you cannot use your extra hours in September, you will need to wait until 1 January.

If you become eligible after the start of the funding period, you must wait until the following period to access your extended entitlement place.

### **Transferring to a new provider**

If you move to a new provider, please present your code for revalidation to ensure there are no changes to your eligibility. Please also give them details of hours claimed at the previous provider. You will need to complete a new parent's declaration form as well with your new provider

### **Keeping your 30 hours childcare place**

To keep your 30 hours place you need to check that your details are up to date every 3 months.

Visit:

[www.somerset.gov.uk/childrens-services/early-years-for-families/reconfirming-your-30-hours-and-tax-free-eligibility/](http://www.somerset.gov.uk/childrens-services/early-years-for-families/reconfirming-your-30-hours-and-tax-free-eligibility/)

### **Grace period: What happens if you reconfirm and are no longer eligible?**

If you are no longer eligible for 30 hours, you will enter a grace period where you may be able to retain your 30 hours childcare place for a short period of time.

You will not be able to claim the extended entitlement if you start at a provider when you are already in your Grace Period.

<b>Parent receives ineligible decision on reconfirmation</b>	<b>Grace period end date</b>
Between 1 January and 10 February	31 March
Between 11 February and 31 March	31 August
Between 1 April and 26 May	31 August
Between 27 May and 31 August	31 December
Between 1 September and 21 October	31 December
Between 22 October and 31 December	31 March

If the grace period has expired and you have not met the eligibility criteria again, you would only be able to access the universal entitlement (570 hours per year). You can reapply for the extended hours if you meet the eligibility criteria again in the future.

Your entitlement to the extended hours will stop

- when your child reaches compulsory school age
- when your child attends a reception place in a maintained school or academy

If you are no longer eligible for Tax-Free Childcare, you can still use the money in your account (including the top-up you accrued while you were eligible) to pay your provider. You can also continue to use your account to pay your provider in future, but you won't get the government top-up.

**Appendix 2**  
**Change of Nursery Hours**

Please complete this form if you wish to request a change in your regular nursery sessions/ hours (as per point 8 of the Fees Policy).

The following applies for a request to change nursery sessions/hours;

- All Nursery staff will be happy to discuss or receive this request for a change in hours, but the final decision is made by the Nursery Manager.
- The Nursery Manager will endeavour to respond within 5 working days
- We reserve the right to apply a four-week notice period for change requests

Please speak with the Nursery Manager or Finance Officer for further information on completing this form

**Change of Nursery Hours Request**

Childs Name.....

**New Sessions/Hours Requested – Please complete the boxes below;**

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch Req? Y / N				

Date Request Made.....

Date new sessions to start (if possible) .....

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**For Nursery Manager to complete**

Change of Nursery Hours Request Granted?      YES / NO

Signed.....

Further Action/Notes;

**Appendix 3**  
**Claiming Holiday Allowance**

Please complete this form if you wish to request the 50% Holiday Allowance (as per point 16 of the Fees Policy).

The following eligibility criteria applies for Holiday Allowance;

- Attendance at nursery four or five FULL days, all year round
- Maximum of TWO weeks can be requested in each September to August period
- Minimum ONE months' notice to be given
- Holiday Allowance can be taken as one block of two weeks or two blocks of one week. We are not able to accommodate requests for single days or periods less than one week.

Please speak with the Nursery Manager or Finance Officer for further information.

**Holiday Allowance Request**

**Childs Name**.....

**Holiday Start Date**.....

**Holiday End Date**.....

**Date Request Made**.....

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**For Nursery Manager to complete**

**Holiday Allowance Request Granted?      YES / NO**

**Signed**.....

**Further Action/Notes;**