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

### **A Member of Beacon Education**

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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 Beacon Education. St Peter's Nursery works cohesively with all First schools to ensure successful transitions into school.

We welcome children from two years 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 during term time only (39 weeks in the year). The Nursery closes for 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 are 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 £2:30.

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.

2.6 The Nursery manager will arrange free settling- in sessions

| <b>24-36 months</b> | <b>36months +</b> |
|---------------------|-------------------|
| £7.25               | £5.50             |

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

**3.1** Application for a place in St Peter's Nursery needs to be made by completing a registration form which is available from the nursery, or it can be downloaded from the Nursery website. **Parents/guardians will also need to produce their child's original birth certificate, which will be photocopied to support the early years funding claim.**

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

### **4. Eligibility**

4.1 St Peter's Nursery welcomes children from two years old

4.2 If a child is in receipt of Two-Year Old Supportive Funding this needs to be in place before the child starts or sessions will be charged up front until funding is secured. We require written evidence of the funding being granted, before your funded sessions can start.

4.3 Two-Year Old Supportive funding is granted by Somerset Council – If a child is in receipt of Two-Year funding from a different local authority they will need to reapply for Somerset.

4.4 To be eligible for Two-Year Old Working Families Funding (15 hours) the child must have become 2 years old the term before they start Nursery. For example, if a child is 2 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) If you meet the eligibility criteria, please provide the 11-digit code or sessions will be charged up front until funding is secured.

4.5 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).

4.6 To be eligible for 3-4 year old Working Families Funding (15 additional hours) we require the 11-digit code.

4.7 If you would like more information about Early Years Entitlement, please follow the link to: [www.somerset.gov.uk/children-families-and-education/early-years-and-childcare/early-years-entitlement-for-parents](http://www.somerset.gov.uk/children-families-and-education/early-years-and-childcare/early-years-entitlement-for-parents)

1.1 You can contact the Entitlement Team:

1.1 01823 357039; or email: [Eyfunding@somerset.gov.uk](mailto:Eyfunding@somerset.gov.uk)

4.8 Parents are responsible for ensuring funding is in place and up to date.

4.9 St Peters Nursery is open to all children, irrespective of where they live.

4.10 This fees policy forms part of the contract with the parent/carer and St Peters Nursery.

**Please note** – The funding allowance is based on 38 weeks per year. Our setting is open 39 weeks per year so occasionally the funding does not cover the full year. In this case you will be contacted by the Nursery Finance Officer regarding options for any sessions over your funding allowance.

For further information on help with childcare costs, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## **5. Lunches/snacks**

5.1 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 £2:30. Snacks will be provided by the Nursery.

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

## **6. Invoicing and Fees**

6.1 Our Nurseries use the “Family” app to manage invoicing and payments. Parents / Carers will receive invite emails as part of the registration process.

6.2 This service provides continuous updates on outstanding balances and payments processed.

6.3 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 payment of the invoice and for other financial communications.

6.4 Statements will be sent out via email monthly if your account falls into arrears.

6.5 Fees must be paid within 7 days of the invoice date. Please see separate note in cancellation section with reference to final fees.

6.6 All fees are to be paid in advance of the sessions taking place

6.7 Children who attend sessions which are over and above their entitlement will be charged for those extra hours at an hourly rate. The breakdown of funded and chargeable hours will be clearly identifiable on the invoice.

6.8 Payments can be made by BACS into the following account:

6.8.1 Account Name: - BEACON EDUCATION NURSERIES ACCOUNT

6.8.2 Sort code: - 30 62 63

6.8.3 Account number: - 20805360

6.9 Please quote your Child’s name and ‘SPN’.

6.10 Payments are also accepted by Childcare voucher schemes. We encourage all families to explore the government's Tax-Free Childcare account. For every £8 you pay into this an online account, the government will add an extra £2, up to £2,000 per child per year. Eligibility criteria applies. For further information please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If using this payment method, please provide nursery with your payment reference details.

6.11 Cash payments are not accepted

6.12 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.

6.13 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.

6.14 Funded hours are shown on the invoices, which clearly show that hours, not monetary value, have been deducted in calculating the invoice total.

6.15 Full fees are charged if your child is absent due to illness, holiday or other reasons; funded hours will be claimed by St Peter's Nursery on your behalf and you will need to sign a Parent Declaration form to confirm the number of hours claimed at the setting.

6.16 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.

6.17 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.

6.18 Nursery fees do not include nappies or lunches.

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

7.1 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.

7.2 All requests must be in writing. Forms can be obtained from the Nursery Manager.

7.3 Any ad-hoc additional hours over and above the agreed booking plan will be charged in the following month's invoice

## **8. 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 of the notice period and any hours not covered by the entitlement will be charged to the parent/carer from both settings.

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

If a child is collected late from a session, we reserve the right to charge £5 late fee per 15 minute interval. 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.

## **10. Monitoring payments in arrears**

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

10.2 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.

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

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

11.2 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.

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

- A payment plan may be arranged allowing the debt to be cleared in over a manageable period of time, this must be agreed between the Nursery Finance team and the parent / carer.
- 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.

### **12. 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.

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

13.0 Fees are reviewed regularly. A minimum of 8 weeks' notice will be given for any changes.

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

13.2 The new fee structure will be posted in the setting as well as through FAMILY. 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.

**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 May 2024**

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 Nursery 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.
- I am aware that my data will be held on both Family and Beacon Education finance systems
- If my child dual places at multiple settings within Beacon Education, I agree that data can be shared between these settings.

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 Council. Also, if you wish to access the Working Families funding hours, we will need to share your National Insurance number.

- I give St Peter's Nursery 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 Council.

Print Name.....

Signed..... Date