

Mogghill Nursery School

Fees Policy 2020-2021

Mogghill Nursery School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Fees and Billing

- Fees are £4.80 per hour and consist of various additional services which include; specialist trained staff, visiting arts and music experts, enhanced resources and fresh snacks. If you are claiming the Early Years funding an additional service charge is applied, this equates to £1.50 per hour. Additional services are calculated and applied using an average hourly rate to support budgeting for both the setting and for parents. This is not a condition of the EYE place however it is integral to our delivery and forms part of our unique selling point.
- Session times are 9.00 am to 12.30 pm and 9.00 am to 3.00 pm, Monday to Friday during term time. Children staying for a full day would need to bring a packed lunch.
- Fees are payable if a child is on holiday, unwell or if there is an emergency closure, but we will endeavour to offer an extra session in lieu, subject to availability.
- Fees are not payable on Bank Holidays and Inset days.
- Fees are payable weekly or termly in advance by cash, cheque or bank transfer, and must be settled each Half term.
- If payments are not made before the end of the term, your place for the following term will be withdrawn.
- If a parent/carer has difficulty paying by the due date, they must advise either the manager or deputy manager to arrange an alternative payment plan.
- Notice of cancellation of a place is 4 weeks, or 4 weeks fees in lieu.
- Any amendments to children's hours will be at the discretion of the manager and in discussion with the relevant parents.
- Late collection of a child at the end of a session will result in a charge of £5.00 for every 15 minutes unless prior notice is given.
- Invoices will be given within the first 2 weeks of the start of term unless your child needs a gradual introduction, they will then be billed for the hours attended until a settled pattern has developed. The invoices will show funded and non-funded hours. Children who receive funding will need to pay the £1.50 per hour additional fee to cover additional services on funded hours and £4.80 per hour on non-funded hours
- Fees will be reviewed yearly with a termly advanced notice of any increase.

Non-payment of fees procedure/steps

- Offer for fees to be paid by instalment.
- If fees remain unpaid by a given date, a letter will be sent requesting the first instalment within 14 days from the date of the letter.
- Should fees remain unpaid after the initial 14 days, a second letter will be sent requesting payment in full within 14 days from the date of the letter. Failing this monies owing will be pursued through the small claims court

Early Years Entitlement Funding Details

We are in receipt of Early Years Entitlement (EYE) for 3 and 4-year olds; this will be available from the term after your child's third birthday.

EYE is 210 hours in the autumn term, 165 hours in the spring term, and 195 hours in the summer term - this equates to 15 hours per week. No minimum hours and a maximum of 10 hours can be claimed in any one day. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total. In order to claim this funding, we will need a copy of your child's birth certificate, a completed child register form and a completed declaration form. Should the funded hours change during the term a new declaration form will need to be completed.

All fees charged relate to those hours or weeks not funded by EYE and include a fee to cover additional services - specialist trained staff, visiting arts and music experts, enhanced resources, and fresh snacks. This additional fee is £1.50 per hour.

As a setting, we also provide families with 2-year-old children (who meet the criteria set out by Somerset County Council childcare) places which are funded. Documents needed for this include a copy of the birth certificate and a copy of the Council letter confirming the 2-year old's funding code. Somerset County Council will pay for a place, for up to 570 hours, over the year at a registered childcare provider. Up to a maximum of 15 hours per week is available. Children become eligible in the funding period after their second birthday. Any hours which cannot be claimed because the necessary documentation has not been provided will be charged at £4.80 per hour.

As a setting, we also accept the additional EYE hours up to a maximum of 15 hours per week. To obtain this funding, parents must register with HMRC the term before their child is eligible. They will receive a code starting 5000 which the setting will need along with a consent form agreeing to share National Insurance Numbers with Somerset County Council. Without this consent form we are unable to offer any funded places. The eligibility code will need to be reconfirmed every 3 months this is your responsibility if this is not reconfirmed you will not be able to claim for the next funding period.

Grace Period: The grace period enables parents to retain their childcare place for a short period (90 days) if they become ineligible for 30 hours. If the grace period expires and you have not met the eligibility criteria again, you will only be able to access the universal entitlement. Any hours a child attends outside of the grace period will be charged at the hourly cost of £4.80. For further details contact www.childcarechoices.gov.uk, and for more detailed information regarding the EYE hours please visit www.somerset.gov.uk

Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact www.childcarechoices.gov.uk. Please use this website to see if Tax Free Childcare is available to you.

Termination of the Contract

Setting

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents, or non-payment of fees following the non-payment procedure. At all other times 4 weeks notice in writing will be given.

Parents/Carers

Written notice of 4 weeks must be given to the setting to terminate a child's place. If written notice is not received, 4 weeks fees will be charged, and Nursery Education Funding for the 4 weeks will be claimed.

Name of Child:

Name of Parent/Carer:

I agree to comply with the above Fees Policy 2020/2021 for Mogghill Nursery School.

Signed:

Date:

I am aware that if I am eligible for the additional EYE funding, then I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and did not give sufficient notice about changing my child's hours.

I am aware that if I am eligible for 2-year funding then I am responsible for any hours which cannot be claimed because the necessary documentation has not been provided.

Sign..... Name..... Date.....

Additional charges

I am aware of the additional charges/services and agree to be invoiced for the additional charges/services as detailed within the fees policy and forms part of the contractual agreement

Sign..... Name..... Date.....