Statutory Guidance for local authories– Sept 14 [C.5]

*Ensure that parents can clearly see, from the information they receive from their provider, that they have received their child’s full 15 hour place completely free.*

10.15 Fees and Charging Policy

At Nacton & Bucklesham Under 5’s we aim to make our Pre School and playgroup as accessible to as many families in the community as possible. We therefore aim to ensure our fees are as competitive as possible. As a non-profit making charity we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore the following policy will apply:

**Fees: (From September 2017)**

* Playgroup sessions: £15 per 3 hour session
* Non funded preschool sessions: £15 per 3 hour session
* Fees are annually reviewed in the summer term and will come into place for the Autumn term.

**Registration charges:**

* There is no charge for Expressing an Interest in Nacton & Bucklesham Under 5’s.
* There will be a £20 fee for formally registering a child with NBU5s on or after the Registration date.

Please note that BACS payments for registration are our preferred method of payment, please quote your child’s name and invoice number as reference.

**CAF Bank Ltd**  **Account No: 00013148 Sort Code: 40–52–40**

Cheques payable to **Nacton & Bucklesham Under 5’s**

* If registering in person on the Registration date, this is payable by cash or cheque only.
* If registering by email or post on or after the Registration date the fee can be paid by BACS, cash or cheques.
* Neither of the above is refundable UNLESS NBU5’s are unable to offer any place for the child.
* If, once a parent has registered with us, and it transpires that they have an entitlement to 2 year funding then the registration fee will be refunded.

**Payment Procedure**

* All parents/carers will receive an invoice the first half of term.
* Fees can be paid in full OR in instalments by arrangement with Kate Bingham our Administrator.
* Payment for all fees can be made via BACS (the preferred payment method) or by cheque or cash. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day, in an envelope with your child’s name and the amount.
* Once payment has been received by cash or cheque, a receipt will be issued. It is the responsibility of parents/carers to inform NBU5’s if a receipt has not been issued by the end of the week and to keep all receipts for future reference.
* If paying using childcare vouchers it is the responsibility of the parent/carer to inform (NBU5’s Administrator) and arrange a regular payment plan.
* Once a child has begun at NBU5’s fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday.

**Late Payment:**

* In the event of a cheque being returned to NBU5’s marked unpaid, a £10 administration charge will be incurred.
* Reminder > Letters > Referral to Committee > Court Action.

**We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, parents or carers speak to the Setting Manager in confidence immediately as it may be possible to arrange a flexible payment plan.**

**Notice Period and Conditions:**

* 6 weeks written notice is required if a child is to leaveNBU5’s.
* If 6 weeks notice is not received then 6 weeks fees will be charged in lieu of notice.
* If a child who is in receipt of funding leaves after headcount day then we do not transfer the funding to his or her new setting.
* If a child who is in receipt of funding joins NBU5’s after headcount day then we will not request a transfer of funding from the previous setting.

**Setting Closure;**

* If the setting has to close due to extreme weather, no water or electricity parents will be informed as soon as possible by staff members. We will not charge for that session.

**Funding**

We are registered to provide the free entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.

All 3 and 4-year-olds in England are entitled to 570 hours of free early education or childcare a year. This is often taken as 15 hours each week for 38 weeks of the year. Some 2-year-olds are also eligible.

**3 year funding**: You can start claiming the term after your child turns 3. The date you can claim will depend on when their birthday is.

|  |  |
| --- | --- |
| 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 |

**For Example** ifyour child was born on 15 February 2012. They’ll become eligible for free early education and childcare from the start of term following 1 April 2015.

**30 hour funding:** entitlement for working parents of three-and four-year-olds. To check your entitlement, follow the link.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf>

Please note that we offer up to 15 hours childcare. The 30 hour funding can be split between settings.

**2 year funding**; If your child is eligible, you can start claiming the term after they turn 2.

Contact Suffolk Families Information Service to check if your child is eligible. <http://www.suffolk.gov.uk/education-and-careers/early-years-and-childcare/information-and-guidance-for-parents/suffolk-families-information-service-2/>

**Any other charges;**

We ask for a voluntary contribution to support the cost of snack and other cooking resources we provide for the children. We are committed to healthy eating and as we are a charity every little helps give the best possible provision for your children.

We sell book bags on site. Sweatshirts, polo shirts and fleece with our logo can be purchased <https://www.schooltrendsonline.com/uniform/nactonbuckleshamIP100EU> these are optional.

|  |  |  |
| --- | --- | --- |
| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |