**Fees Policy**

**Statement of intent**

We are a charity-run, not for profit nursery school committed to providing a high-quality service to children and families. To provide this service we have to ensure our costs are covered. We aim to keep our fees at an affordable level.

**FEEE 3&4 Government Funding – Universal Entitlement - 15 Hours**

The **term after** your child turns three, they will become eligible for 15 hours Government Funded Early Years Education, this is referred to as the Universal Entitlement.  At the beginning of that term you will be given a form to fill in and sign (Parent Agreement Form). This requires you to state how many hours you will be claiming for your child at our nursery.  The form is then returned to nursery in order for us to claim the funding. Failure to return this form before the deadline can result in you being charged for all of your child(ren)’s hours.

**No application/code – Complete Parent Agreement Form provided by nursery – Reconfirm with Nursery termly**

**FEEE 3 & 4 Government Funding – Extended Entitlement – 30 Hours**

We offer the extended entitlement of 30 hours for those who are eligible. Parents/Carers must apply for this additional funding through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk/).

Due to the cost to the setting of these places we limit the number of places offered to families that qualify via an economic need.

**Eligibility Code required – apply online –** **Complete Parent Agreement Form provided by nursery**

**Reconfirm with Nursery termly**

**Snack and Activity Charge**

For **all funded places for 3 & 4 year olds** we charge a **snack and activity charge**, this is £1 per hour for each funded hour. This helps to cover the shortfall between the government funding and the cost of operation.

*Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. IT is not intended to cover the costs of meals, other consumables, additional hours or additional activities. Parents can therefore expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips.*

At our Nursery this charge includes;

* enhanced ratios
* provision of snack
* consumables such as craft supplies, toiletries and messy play resources
* extra-curricula activities in the setting such as cooking, PE, and many others.

**FEEE2 Government Funding – 15 Hours**

Government funding is also available for some 2 year olds who meet the criteria, this can be economic or SEN provision.

If you think you may be eligible please speak to us or go online to <https://emsonline.essexcc.gov.uk/citizenportal_live> These sessions **do not** incur a snack and activity charge.

**Non-funded Sessions**

We invoice on a monthly basis and fees are due within two weeks of invoice date.

Nursery fees are reviewed annually to ensure we remain both competitive and sustainable. Parents will be given half a term’s notice of any increase in fees. We accept childcare vouchers; please ask your employer if they offer these and we will set up an account where possible.

**Additional Hours**

We understand that extra hours may be needed, sometimes at short notice. Should you require an early start (8am) or a late pick up (4pm) please give us as much notice as possible and be aware that availability will be limited based on the number of staff available to maintain our safe ratios. These additional hours will be charged using a separate invoice and be payable immediately.

**Notice periods**

To reduce your child’s hours, withdraw your child completely or stop taking up extra hours if they are funded, you must give one month’s notice.

**Absence**

You are liable for the fees even if your child is absent due to sickness, holiday, or any other reason.

If your child has a funded place and is absent, you are not entitled to a day in lieu. Due to organisational constraints, we do not swap days.

**Fines for late pick-ups**

If you are going to be late or are delayed please contact us at your earliest opportunity. Our main contact number is 01799 522108.

The following fees will be payable should you fail to make contact and are late for your collection time.

If the setting is closed (after 4pm):

Up to 15 minutes late: £20.00

15 – 30 minutes late: £40.00

More than 30 minutes late: £40.00 per half hour

If we are still open:

Up to 15 minutes late: £3.00

15 – 30 minutes late: £4.00

30 – 45 minutes late: £5.00

45 – 60 minutes late: £10.00

**Closure due to Inclement Weather**

In the event of severe weather conditions causing the nursery to close, please check your email, the nursery Facebook page and Tapestry. The Management Committee will not reimburse fees for closures of this nature.

**Pandemic Closure**

Please see separate agreement.

**Late Payments**

We invoice monthly and require payment to be made with 2 weeks of invoice date.

Regular failure to meet payments may result in the loss of your child’s place at nursery.

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| This policy was adopted by Saffron Walden Nursery School on |  |
| Signed on behalf of the provider |  |
| Name and role of signatory |  |
| Policy to be reviewed on |  |