



## Fees and Charging Policy

The following Terms and conditions are effective from 1<sup>st</sup> September 2018

### Aims:

Bognor Regis Nursery School aims to provide affordable high quality childcare which is integrated with education. The Day care element of the provision aims to provide a Charging Policy which meets the needs of parents, while ensuring that the service remains financially viable.

### Childcare Fees 0–3 year olds:

Session time	Includes	Cost £
8.00am – 1.00pm	Breakfast and Lunch	28.50
8.00am – 4.30pm	Breakfast, Lunch and Tea	48.25
8.00am – 6.00pm	Breakfast, Lunch and Tea	56.00
1.00pm – 4.30pm	Tea	19.75
1.00pm – 6.00pm	Tea	27.50
Full Week 8.00am – 6.00pm	All meals	280.00
2 Year Funded	Charge for Breakfast and Lunch	2.80
2 Year Funded	Charge for Tea	1.40

### Childcare Fees 3-5 year olds:

Session time	Includes	Cost £
8.00am – 9.00am	Breakfast	6.25
9.00am – 12.00pm		14.50
12.00pm – 1.00pm	Lunch	7.50
1.00pm – 4.00pm		14.50
4.00pm – 4.30pm	Tea	£5.25
4.00pm – 6.00pm	Tea	10.00
8.00am – 6.00pm	Breakfast, Lunch and Tea	52.75

Parents/Carers who are using Extended Free Entitlement funding in an Option 1 or 2 place are required to pay for food costs only during funded lunch and tea sessions. Please ask at the office for further information.

### Daycare Agreement

The Nursery and family will sign an agreement for their child to attend a set number of sessions a week. Funded children will attend term time only, with the exception of children in Option places. Fee paying children will attend all year round. The Orchard Room and extended services of the Nursery School are closed each year for 10 closure days, 5 inset days and all statutory public holidays; you will not be charged for these days.

To accept and secure a fee-paying place the family will be asked for a non-refundable administration fee of £15 and a deposit equivalent to one week's fees. Once the child ceases to attend the provision, the deposit will be deducted from the final bill. Should you decide to decline your child's place prior to them starting, the deposit is non-refundable.

Parents will be charged for sessions or meals even if a child does not attend, for example, due to illness or holidays. We require one month's notice in writing (email will suffice) to reduce or stop your childcare sessions completely. Your deposit will be held until final settlement is made.

### **Fees**

Fees and meal costs are payable monthly in advance. An invoice will be sent out on 19<sup>th</sup> of each month where possible, and are due on the first day of the next calendar month. Currently we accept payment by cash, cheque, childcare vouchers, tax free childcare, credit/debit cards and internet banking.

### **Late Collection Fee:**

It is essential that minimum staffing ratios are maintained at all times. If a child is collected late, then staff may have to stay on beyond the end of their shift to ensure the correct ratios of staff. When this occurs we will pass this cost on to the parents at **£5.00 up to first 10 minutes and then £2.00 each subsequent five minute period.**

### **Financial Difficulties:**

It is understood that some parents/carers may experience financial difficulties and would like to work together to minimise disruption to the child's care and education. Parents/carers experiencing financial difficulties should discuss this with the Business Manager, as early as possible, in order to reach an arrangement regarding payment of fees.

### **Late Payment Charges and Procedure:**

Late payments generate a lot of additional administration and so we will need to charge you £15.00 for each week that your payment is overdue. Parents can avoid this charge by ensuring that they pay nursery fees by the first day of each month

If the fees or meal costs are not paid on the first day of the month:

- parents will be telephoned 2-3 days after payment is due;
- if there is no response, a reminder letter will be sent asking for immediate payment of fees or to contact the Business Manager if there are financial difficulties;
- if the fees or meal costs are outstanding one week following the initial telephone call/letter, the Business Manager will write to parents informing them that the extended services provision (paid sessions) will be withdrawn on a specified date unless payment is made in full by this date: parents/carers will be offered the opportunity to meet with the Business Manager or the Lead Practitioner to discuss and agree an arrangement for paying the outstanding amount;
- if there is no response from parents/carers by the specified date, the child's nursery place will be terminated and any outstanding debt will be passed on to West Sussex Legal Department for recovery. This is a most undesirable outcome and we will always work with parents/carers to reach a mutually acceptable financial agreement which can be phased if necessary.

### **Nappies:**

Parents are requested to supply nappies for their children if they still need them.

### **Absences**

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the Governors' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalization. However for absences up to 5 days all sessions must still be paid for. If your child is absent for more than ten days, you have not contacted us and we have been unable to contact you, we will assume you no longer require the place. You will be charged for any outstanding fees.

### **Policy Review**

The Fee Policy will be reviewed in July each year, however we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families.