

## Fees and Charging Policy

The following Terms and conditions are effective from 1<sup>st</sup> September 2020

### 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	30.00
8.00am – 4.30pm	Breakfast, Lunch and Tea	50.70
8.00am – 6.00pm	Breakfast, Lunch and Tea	58.80
1.00pm – 4.30pm	Tea	20.80
1.00pm – 6.00pm	Tea	29.00
Full Week 8.00am – 6.00pm	All meals	294.00

### Childcare Fees 3-5 year olds:

Session time	Includes	Cost £
8.00am – 9.00am	Breakfast	6.60
9.00am – 12.00pm		15.30
12.00pm – 1.00pm	Lunch	7.90
1.00pm – 4.00pm		15.30
4.00pm – 6.00pm	Tea	10.50
8.00am – 6.00pm	Breakfast, Lunch and Tea	55.40

### 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. Fee paying children may 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 two 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 by email 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 we 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 and carers will receive a reminder via email 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 email/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 and Wipes:**

Parents are requested to supply nappies and wipes for their children if they still need them. If you do not provide them you will incur an additional charge on your invoice.

**Absences**

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the School Leaders 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.