

## Molescroft Farm Children's Nursery

### **Fee Payment Procedure**

This document forms part of the welcome pack given to parents and carer's during initial registration. In addition the Nursery Director is available to discuss any queries or concerns relating to nursery fees.

Nursery fees are charge as follows and children may attend for either morning, afternoon or full day sessions.

### **Schedule of fees – from 1/9/17**

<u>Full Day</u>		Under 3 Years	Over 3 years
	<u>Days per week</u>	<u>Per week</u>	<u>Per week</u>
	5	£225.00	£210.00
	4	£184.00	£172.00
	3	£141.00	£132.00
	2	£96.00	£90.00
	1	£49.00	£46.00

<u>Mornings only</u>		Under 3 Years	Over 3 years
	<u>Days per week</u>	<u>Per week</u>	<u>Per week</u>
	5	£146.25	£138.75
	4	£119.00	£113.00
	3	£90.75	£86.25
	2	£61.50	£58.50
	1	£31.25	£29.75

<u>Afternoons only</u>		Under 3 Years	Over 3 years
	<u>Days per week</u>	<u>Per week</u>	<u>Per week</u>
	5	£136.25	£128.75
	4	£111.00	£105.00
	3	£84.75	£80.25
	2	£57.50	£54.50
	1	£29.25	£27.75

<u>Extras</u>	<u>Under 3 years</u>	<u>Over 3 years</u>
1 Extra full day	£49.00	£46.00
1 Extra Morning session	£31.25	£29.75
1 Extra Afternoon session	£29.25	£27.75
1 Extra hour outside funding times	£6.75	£6.75

Morning sessions are from 7.30am until 1pm  
 Afternoon sessions are from 1.00pm until 6.00pm  
 Full day sessions are from 7.30am until 6.00pm

Funded morning sessions are from 8.00am until 1.00pm  
 Funded afternoon sessions are from 1.00pm until 6.00pm  
 Funded full day sessions are from 8.00am until 6.00pm

There is a minimum of either one full day or two half days each week per child. This is both for the children who settle better when it is less intermittent, and for the staff who need to get to know the children.

Children who are accessing the 15 or 30 hours per week of FEYP funding will be charged for all meals and drinks during these sessions. These are charged at £3 per morning session and £1.50 per afternoon session.

Alternatively, parents may send their child to nursery with packed meals.

The Nursery Director and Nursery Owner review fees at bi-annually, on the 1<sup>st</sup> September and 1<sup>st</sup> March

A 5% sibling discount is available if two or more children attend Nursery. This discount applies to the child attending for the least sessions, or to the eldest child if both children attend for the same sessions.

Teachers can take term-time only sessions but must secure their child/children's places by paying 50% of the fees during school holidays. They are then able to use their days during school holidays for their children to attend nursery, but must pay full price for the days attended. The nursery needs to be notified of these days at least two weeks in advance.

Term time only places will be allocated on a termly basis, depending on availability. The sessions will be allocated from the previous half term for the term ahead.

A late collection charge of £7.50 per 15 minutes will be applied to a child's account in the event that the child is not collected on time and no alternative arrangements have been made with the Nursery Manager or Director.

An £8.00 Administration Charge will be added to your account in the event of a cheque being returned to our bank unpaid or marked represent to drawer.

### **Payment of fees**

All fees are to be paid monthly in advance. Fees may be paid by Childcare Vouchers or Standing Order into our account by no later than the first of every month. Fees are calculated by multiplying the weekly fee for your child's sessions by 51 and dividing this figure by 12. This gives us the monthly amount of your standing order.

Childcare Vouchers allow you to nominate a specific portion of your salary to be paid to you by way of a childcare voucher. This proportion of your salary is then exempt from tax and national insurance and potentially could save some parents in the region of a thousand pounds per year. For further information please contact the Nursery Director.

There is a range of financial assistance available to parents to help pay towards their childcare costs. We are able to signpost parents to appropriate organisations. For further assistance with this, please speak to either the Nursery Director or Manager or see the poster in the main reception area.

Fees continue to be payable for periods of absence due to sickness and holidays. Normal fees will apply for all public holidays.

The Nursery will close for one week over the Christmas period and no fees are charged for this period.

The parent/carer who signs the Registration Form will sign a declaration on the Registration Form that they agree to be legally responsible for the payment of fees. In all cases the invoice will be addressed to the parent signing the Registration Form unless a request to the contrary is made in writing and signed by both parents.

Between the 20<sup>th</sup> and the 25<sup>th</sup> of each month the Nursery Director will provide each child's main carer, by email, with an invoice for sessions booked for the following month. The invoice will also include any additional sessions or charges.

All fees must be paid, in advance, by the 1<sup>st</sup> of the month in which the sessions invoiced fall. Where fees are paid by cheque, Childcare Voucher or other means which do not clear on the same date as payment is made, adequate

time must be allowed for the payment to clear into our account by the 1<sup>st</sup> of the month.

Please note that any fees paid in cash will incur a 1% surcharge to cover additional bank costs unless previous arrangements have been made with the Nursery Director.

In the event of fees being outstanding for more than 7 days you will receive notice to withdraw your child from Nursery immediately. If a child should be excluded for non-payment then their place will not be held open for them and will be allocated to another child.

We also reserve the right to give 7 days notice to withdraw your child from Nursery, to any parent who regularly fails to pay their fees on time in accordance with this agreement.

Please note that in both instances children will be permitted to continue to attend any Nursery Education Funded Sessions.

Molescroft Farm Children's Nursery reserve the right to charge interest on all invoices issued at the rate of 8% per annum pursuant to Section 69 of the County Courts Act 1984, from the date in invoice to the date of payment.

If parent are experiencing financial difficulties, or are likely to experience financial difficulties in the near future, they are asked to approach the Nursery Director immediately in order to discuss possible alternative methods of payment.

All payments and records relating to payments will be maintained by the Nursery Director. Payments may be made to the Nursery Manager or Deputy Manager the owner's absence.

In the event of a parent/carer wishing to give notice to remove their child from Nursery, or to decrease their sessions, they are required to give 1 months notice in writing, Fees continue to be payable throughout this notice period regardless of whether the child attends Nursery.

In all cases we will pursue payment of unpaid fees, together with accumulated interest, through the small claims court.

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_