



# **Little Herons**

## **Fees Policy 2022**

**Signed:** Head teacher

**Signed:** Chair of Governors

**Date Approved: 20<sup>th</sup> September 2022**

**Next Review: September 2023**

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## 1. Policy Name

Little Herons Pre-school – Fees Policy

## 2. Policy Statement

This Fees Policy forms part of the contract with parents/carers and Little Herons Pre-school.

## 3. Procedures

Little Herons Pre-school operates a service, which is fair and competitively priced. We aim to offer a high quality, safe & stimulating environment that provides a service that is good value for money. We are open Monday to Friday from 08:45 to 15:15, term time only. The Pre-school closes on the inset training days scheduled by North Curry Primary School. Session times are outlined below.

### 3.1 Fee Structure for 2022-2023:

	<b>Morning session</b>	<b>Full day</b>	<b>Lunch</b>
	08:45 – 13:00	08:45 – 15:15	
<b>Age 2</b> (£5.00 per hour)	£21	£32	£2.60
<b>Age 3-4</b> (£4.50 per hour)	£19	£30	

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements. We also, alongside North Curry School, offer wrap around services (breakfast club from 0730 and early or late afternoons till 4.30 and 6.00pm). Please discuss with the Nursery Manager, Pre-School Administrator or School Office Manager if you require this service.

Fees quoted are per child. Fee paying children will be invoiced termly and first remittance is required within the first 2 weeks after the term has started and second remittance 2 weeks after half term. (Total term fees divided into 2 equal payments). Invoices will be handed out at the end of each term, for the next term, either email on ParentMail, by hand or in your child's book bag. For children being invoiced for hours in excess of their entitlement, these hours will be clearly shown on your invoice.



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Fee's must be paid by +Pay on ParentMail, Tax free childcare and a variety of different childcare vouchers - Details from the Pre-School Administrator.

In some circumstances we understand that fee's being paid all at once can be a struggle so payments can be made in instalments if this option is highlighted on the invoice.

Please note: nappies, wipes, creams, sun protection creams/sprays are excluded and must be supplied by the parent / carer.

### 3.2 Early Years Entitlement Funding:

#### 3.2.1 Universal Entitlement:

The Universal Early Years Entitlement is available to all three and four year olds. Although this is often known as 15 hours of funding a week, this refers to 15 hours a week during school term time, which equates to 570 hours over 38 weeks a year.

Children become eligible for the Universal Early Years Entitlement in the funding period **after** their third birthday and remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday (visit [www.somerset.gov.uk/eye](http://www.somerset.gov.uk/eye) for more information).

If your child is born between:	Funding can be claimed from:
1 <sup>st</sup> September – 31 <sup>st</sup> December	January following their third birthday (Autumn Term)
1 <sup>st</sup> January – 31 <sup>st</sup> March	April following their third birthday (Spring Term)
1 <sup>st</sup> April – 31 <sup>st</sup> August	September following their third birthday (Summer Term)

#### 3.2.2 The Extended Entitlement

In addition to the Universal Entitlement, working parents of 3 and 4 year olds can apply for an additional 570 hours per year if they meet the criteria (1140 hours over 38 weeks). This is called The Extended Entitlement. We are open all week for 32.5 hours (08.45 - 3.15 Monday – Friday) so if a full week is booked (30 hours) an extra charge will be acquired.

Information on the eligibility criteria and how to apply can be found at [www.somerset.gov.uk/eye30](http://www.somerset.gov.uk/eye30)

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### 3.2.3 Two Year Old Funding

Funding is also available for eligible two year olds who can access 570 hours per year from the funding period after their second birthday, if they meet the criteria. For children who qualify for funding for two year olds, the funding will be available from the date stated on the acceptance letter (this will not be earlier than the first day of the funding period after their second birthday).

Parents/carers are asked to provide the nursery with a copy of their acceptance letter.

### 3.2.4 Examples of how funding can be used:

Below are some examples of how the Universal Entitlement may be claimed at Little Herons Preschool Nursery if you are accessing the Universal Entitlement only.

- 2 mornings a week (8.5 hours)
- 2 days a week (13 hours).
- 3 days a week (19.5 hours) 4.5 hours over 15 hours entitlement to be paid at £4 an hour.

If you are eligible to claim the Universal Entitlement *and* the Extended Entitlement, below are some examples of how this may be claimed at Little Herons Preschool Nursery:

- 4 mornings a week (18 hours)
- 3 full days a week (19.5 hours)
- 5 full days a week (32.5 hours) 2.5 hours over 30 hours entitlement to be paid at £4 an hour.

Any additional hours that parents/carers choose to access will be charged at the usual rate. The reductions made for the funded entitlement will be clearly shown on your invoice.

### 3.2.5 How to access the Universal Entitlement

Little Herons Preschool applies for Early Years Entitlement funding on behalf of the parent/carer. Parents/carers are asked to verify the number of hours being claimed each term by signing a parent declaration form. Somerset County Council identifies when parents/carers are eligible to claim EYE.

To claim the EYE the following information is required:

- Your child's legal documentation – birth certificate or passport
- EYE parent declaration form

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If the child's legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Nursery's normal fees.

A new parent declaration form must be completed if the parent/carer changes the hours being claimed.

### 3.2.6 How to access the Extended Entitlement

To claim the Extended Entitlement parents need to meet the eligibility criteria (information regarding this can be found on the Government website <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> )

To claim the Extended Entitlement, the following information is required:

- Child's legal documentation – birth certificate or passport
- EYE parent declaration form
- Eligibility code from registered parent (from HMRC)
- Registering parent's National Insurance Number
- Consent form to share National Insurance number with the EYE funding team at Somerset County Council. (If consent to share a National Insurance Number is not given, we would not be able to accept the extended funding for your child and they would only be able to access Universal Entitlement funding)

### 3.2.7 Reconfirmation of eligibility

It is the parent/carer's responsibility to re-confirm their eligibility for the extended entitlement every three months using their online childcare service account. In most cases, parents will keep the same eligibility code.

If parents/carers are no longer eligible, or fail to successfully re-confirm, the child will be able to receive the extended entitlement funding for a short grace period, as long as the provider has already claimed the extended entitlement.

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### 3.2.8 Grace periods

If your circumstances change and you are no longer eligible for the Extended Entitlement, the government has introduced a ‘grace period’ to enable parents to retain their childcare place for a short period should they become ineligible for the extended entitlement. This allows continuity for the child and gives the parent/carer some time to regain employment. A child will enter ‘the grace period’ when the child’s parents cease to meet the eligibility criteria to receive the extended entitlement. Somerset County Council will notify providers when a parent falls out of eligibility and inform them of the grace period end date. The table below shows the grace period end dates:

<b>Date Parent receives ineligible decision on reconfirmation:</b>	<b>Grace Period End date:</b>
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Parents/carers will be responsible for paying any hours that cannot be claimed if they fall out of the grace period and do not give sufficient notice about changing their child’s hours.

### 3.2.9 How to access the 2 year old funding

Parents must apply for 2 year old funding, which is means tested. A form can be obtained from the Nursery Manager.

To claim the funding for 2 year olds, the following information is required:

- Your child’s legal documentation – birth certificate or passport
- EYE parent declaration form
- The Nursery will need to see the letter held by the parent/carer, which states that their child is eligible for 2 year old funding.

If the child’s legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Nursery’s normal fees.



### **3.3 Meals, snacks and drinks**

In the mornings, the children will have the opportunity to have a snack such as a fresh fruit, vegetables, crackers, crumpets and milk or water are available. There is no charge to parents for the snacks. Fresh drinking water is always available and accessible. The Pre-school administrator orders milk for all our under 5's via Coolmilk (189ml a day) you child will have access to milk every day they are in.

For all other meals, parents can choose to provide their own meals for their children or to purchase a school lunch for £2.80. We ask that lunchboxes are healthy and do not contain fizzy or energy drinks, chocolate or sweets. Chocolate covered biscuit bars are acceptable.

Lunch is served at around 12:00. A two course hot lunch can be purchased from our catering provider at Sky College, who cook healthy and nutritionally balanced meals daily at a cost of £2.80. Menus have a selection of meals to choose from such as roast dinners, spaghetti bolognese, and jacket potatoes, and are followed by a pudding, such as muffins, yoghurts or fruit. Lunch meals are ordered through ParentMail. Payment is made via parentmail at the time of booking.

Where parents/carers choose to order meals, this is chargeable for both fee paying and funded places.

### **3.4 When do charges apply?**

There is no charge for bank holidays or for planned nursery closures such as inset days.

#### **3.4.1 Children's absence and sickness**

Fees are payable in full for all periods of children's absences and sickness.

Following the advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home in order to prevent the spread of illness. Please refer to our 'Sickness and Illness Policy' and 'Covid-19 Return Strategy' for details outlining incubation periods for which your child must not attend nursery to protect the health and wellbeing of the other children and staff. Fees are payable at the full rate during periods of sickness absence from the nursery. In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

#### **3.4.2 Emergency closure**

There are certain rare events that could result in Little Herons Preschool having to close for a limited time. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons. The Nursery Manager/Head teacher will consider whether the nursery is safe for children and staff to attend. Staff will inform parent /carers at the earliest opportunity. In the event of an emergency closure, no fees will apply. Parents/carers will be informed at the end of each day about the situation and the likelihood of opening on the following day. Please refer to our Emergency Closure Policy for more information.

If the preschool is open but it is parental choice not to access the setting, fees still apply.

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### 3.4.3 Covid-19 closures

In the event that a child is unable to attend preschool because they are required to self-isolate because they are displaying symptoms of Covid-19, or a member of their household or a close contact is displaying symptoms, they must follow the government advice and remain at home. Fees are payable in full for all periods of children's absences and sickness – see 3.5.1.

In the event that someone in the nursery tests positive for Covid-19 and the bubble is required to isolate and stay at home following government guidance, fees are payable in full for all periods of children's absences and sickness. Parents/carers will be informed of the closure via email, Family and via telephone. The nursery team will send home activities for children to complete at home. In the event of a government enforced closure, similar to that of March 2020, parents will not be charged for hours that their child is unable to access the nursery due to the closure. Where possible, emergency opening hours will be in operation. Emergency opening hours will be determined in line with Government legislation and guidance and the North Curry Covid-19 Return Strategy at that time. Places will be limited and will be offered to vulnerable children and children of keyworkers critical to the Covid-19 response in the first instance. Early Years Entitlement and Two Year Old Funding will be managed in line with Government guidance. Parents will be informed of closure via email or Family and the nursery team will send home activities suggestions/ideas for children to complete at home.

### 3.4.4 Additional charges

We reserve the right to charge for specific additional services if appropriate (photographs, some external visits etc.). All additional services are optional and charges apply to EYE and fee-paying families. You can chose to withdraw your child from these activities if you so wish.

### 3.4.5 Reserving places

Reserving placement for child/ren – providing there is no waiting list for requested session/s then a place can be held free of charge. However, if a paying enquiry requests the session then the reserved placement will have to be paid to continue holding or relinquished to the paying enquiry (with the exception of children only accessing their EYE entitlement). Any reservation fees paid will be carried forward and deducted from your first invoice. Any decrease in sessions or cancellations of

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a child's place must be given verbally or in writing giving a half terms notice (normally 5-7 weeks) or fees for a half term will be due in lieu. Increase in sessions will be offered as soon as a space is available and staffing ratio allows.

### **3.5 When is payment due?**

Within the first 2 weeks after the term has started and second remittance 2 weeks after half term.  
(Total term fees divided into 2 equal payments).

### **3.6 How can I pay?**

Payment is made via ParentMail and Tax Free Childcare  
Payment details are included on each invoice.

We also accept most Childcare Vouchers (see below). Please make separate payments for each child and **quote your child's name on all online payments.**

### **3.7 Childcare Vouchers**

Little Herons Preschool Nursery accepts most Childcare Vouchers provided through parents/carers' employers. Please discuss this with the Nursery Administrator.

### **3.8 Tax free childcare**

If you're a working parent with children under 12, you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year. Further information can be found at <https://www.childcarechoices.gov.uk/>

### **3.9 Late collection charges**

Little Herons Nursery must ensure that we adhere to legal requirements on staff to child ratios and must have at least two members of staff on the premises at all time. Late collection has a significant impact on ensuring the correct legal adults to child ratios are maintained and on staff costs. Late collection fee of £10 for additional 15 minutes (if consistently late without prior notice), £20 for subsequent 15 minutes, or at our discretion.

### **3.10 Late payment**

If you are experiencing difficulty meeting the fees, we encourage you to discuss the matter with the Nursery Manager/Admin Assistant as soon as possible.

If payment is not received in full as outlined above, this is deemed as a late payment. A late payment charge of £5 a day will be made for each day until payment is received. This applies to any Childcare Voucher payments also.

The following procedures will be followed:

0. A date is set for payment on the invoice
1. The Nursery will check payments against invoices on the date they are due
2. All parents/carers who have not paid will be contacted by phone to remind them about the payment date and expectations of when the payment is due.
3. If payment is not received by the agreed date, the nursery will follow the non-payment of fees procedure.

### **3.11 Non-payment of fees**

In the event of non-payment of fees, the following procedure will be followed.

A meeting will be arranged to discuss the situation and a debt repayment plan put in place. If a resolution cannot be agreed or the conditions of the plan are not met, the child's place will be withdrawn and the place will become available to other children.

Little Herons Nursery reserves the right to terminate a contract in the event of non-payment of fees.

### **3.12 Debt collection procedure**

We unfortunately need to cover the risk to the nursery of parents/carers not paying for a pre-booked space, their invoice in full or their notice period. Whilst we will work with you to cover periods of hardship you may have, once a goodwill arrangement becomes an obvious debt, we will if required hand over your non-payment to an outside debt recovery specialist.

### **3.13 Changing my child's sessions**

You can book extra sessions by calling or emailing North Curry Primary School or Little Herons preschool and speaking with the Nursery Manager/Admin Assistant.

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To reduce your child's agreed sessions, a half terms notice in writing is required (5-7 weeks depending on the length of the half term).

### **3.14 Parents/carers terminating a child's place**

A half terms (5-7 weeks depending on the length of the term) notice in writing is required to terminate the contract. Written notice should be given to the Nursery Manager. If written notice is not received, 5-7 weeks' fees will be charged and EYE for the 5 –7 weeks will be claimed (depending on the length of the half term).

### **3.15 Nursery terminating a child's place**

Little Herons Preschool reserves the right to terminate a child's place with immediate effect if a parent/carer displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances, a half terms (5 – 7 weeks) notice in writing will be given.

### **3.16 Review of the fees policy**

Little Herons Preschool will review the Fees Policy annually and parents/carers will be given at least 1 months' notice of any changes by letter via both email and hard copy.

### **3.17 Data protection**

Registered with ICO under Data Protection Act 1998

## **4. Related Policies & Procedures**

- Admission policy
- Parent partnership
- Parent contract
- Uncollected child policy
- Sickness policy
- Emergency closure policy
- Inclusion and equality policy
- Health and Safety Policy
- Prospectus
- North Curry Primary School Covid Return Strategy

## **5. Further Reading**

Statutory Framework for the Early years Foundation Stage September 2014

Somerset Code of Practice for the Provision of the Early years Entitlement (October 2016)

Somerset Local Provider Agreement

Early education and Childcare Operational Guidance.

SEND Code of Practice

Children Act 2004

Childcare Act 2006

Disability Discrimination Act 1995 and the 2005 amendments.



**Little Heron Pre-school  
Fees Policy – Parental Agreement 2020-2021**

Child's name \_\_\_\_\_ Parents Name \_\_\_\_\_

I agree to Little Herons Pre-school Fees Policy.

I have been given a copy of Little Herons Pre-school Fees policy.

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

I am aware that if I do not produce my child's birth certificate **within 2 weeks** of start date, I will be charged at the Little Herons Pre-school hourly rate for the child's attendance within those **2 weeks**

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional Charges**

I am aware of the additional charges/services and agree to be invoiced for the additional charges/services as detailed within the Little Herons Pre-school fees policy/contractual agreement.

Sign \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_



### Extended EYE Hours Consent

I consent to **Little Herons Pre-school** using the information supplied to the setting, for the purposes of verifying my eligibility for the extended entitlement. I understand that the information requested will be held securely and will only be shared with staff in the Local Authority who have right of access, and with Capita Children’s Services; when no longer required, it will be disposed of in a matter appropriate to its sensitivity. I also understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform this childcare provider. I understand if I am no longer eligible, I will have to pay for any additional hours booked in above the universal Early Years Entitlement.

**Note:** A separate consent form must also be completed to access EYE hours.

The consent form is available from the nursery or from [www.somerset.gov.uk/eye30provider](http://www.somerset.gov.uk/eye30provider)

### Reconfirming of Eligibility

I am aware that I am responsible to reconfirm my eligibility code every 3 months, and if I fail to do so within my allotted time, I will fall out of eligibility. I understand I will be invoiced for any hours which cannot be claimed, and I agree to pay for these hours.

Sign \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

### Grace Period

I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and do not give sufficient notice about changing my child’s hours. I agree to pay for any hours which cannot be claimed.

Sign \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_