

# AYLSHAM LEARNING FEDERATION

## CHARGING POLICY JOHN BEAR'S NURSERY

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Author: C Toplis

Ratified by the Governors' Business, Management and  
Finance Committee on:

Signed: .....

Chair

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John Bear's Nursery supports the entitlement to free 15 hour early years provision for 2, 3 and 4 year olds. In addition we also offer the 30 hour free childcare to those families who meet the criteria. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Universal free 15 hours (or 30 hours) provision is available from the term following a child's second or third birthday up until they reach the compulsory school age, for every child, irrespective of background or circumstances.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

The entitlement is offered free. Parents/carers will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

### 2 year olds

<b>A child born in the period</b>	<b>Will become eligible for a free place</b>
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following the child's 2 <sup>nd</sup> birthday (Autumn Term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following the child's 2 <sup>nd</sup> birthday (Spring Term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following the child's 2 <sup>nd</sup> birthday (Summer Term)

### 3 and 4 year olds

<b>A child born in the period</b>	<b>Will become eligible for a free place</b>
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following the child's 3 <sup>rd</sup> birthday (Autumn Term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following the child's 3 <sup>rd</sup> birthday (Spring Term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following the child's 3 <sup>rd</sup> birthday (Summer Term)

### Policy Aims

- Ensure our charges are fair and affordable.
- The government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- The government's free entitlement which covers 30 hours per week, for those parents that meet the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- Ensure that the childcare we offer is flexible and meets the needs of working parents.
- Ensure parents/carers can easily identify on their invoice what charges are in relation to the additional hours from their free provision charges. The invoice will be itemized to provide clear and transparent information concerning the charge. It will allow parents/carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied.
- Parents/carers are not required to purchase additional hours in order to access the free provision. However, they are able to do so if they wish and session availability is there.

### Nursery Sessions

If your child is not entitled to funding or wishes to attend additional sessions (up to 50 weeks per year), our fees are shown below:

<b>Session and time</b>	<b>2 year old session costs (From Sept 24)</b>	<b>3 year old session costs</b>
Session 1 – 7.30 am to 9.00 am	£12.00	£10.00
Session 2 – 9.00 am to 12.00 pm	£24.00	£20.00
Session 3 – 12.00 pm to 3.00 pm	£24.00	£20.00
Session 4 – 3.00 pm to 4.30 pm	£12.00	£10.00
Session 5 – 4.30 pm to 6.00 pm	£12.00	£10.00
Whole day (maximum of 10 hours)	£60.00	£55.00

## Additional Charges

The additional charges below apply to all nursery users regardless of whether you are taking advantage of the 15/30 hours' free entitlement:

Breakfast and activities	50p per day
Session 2 snack and activities	50p per day
Session 3 snack and activities	50p per day
After school snack and activities	50p per day
Snack tea	50p per day

There are no charges for lunch, families must provide a packed lunch for their child attending during lunch.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the Nursery Manager/Headteacher. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in July. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Nursery Manager/Headteacher.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

If you are unable to pay these charges, please speak to the Nursery Manager to discuss alternative options available.

## Payment

All families will be issued an invoice on a termly basis. The payment term is 50% on receipt of invoice and remaining balance within 6 weeks of invoice.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

## Deposit

The deposit of £25 needs to be paid before any reservations are confirmed. For the return of nursery deposits, the notice period required is six weeks due to the financial commitment made and the time required to fill a vacant space; within the 6 week notice period the nursery

reserves the right to retain the full deposit. Deposits are returned to funded-only children two weeks after they begin attending their booked sessions. Deposits for non- or part-funded children are applied to their account as a payment.

If a settling period has been attended at reduced cost and the decision is made not to begin your permanent sessions, the settling period will then be charged for. Part or full payment will be taken from the deposit fee already paid.

The deposit will not be returned where a place is no longer required.

### **Registration fee**

The nursery charges a £10.00 registration fee once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement. On receipt of a registration fee, your child will be provided with a John Bear's Nursery book bag.

### **Retainer fee**

The nursery reserves the right to apply a fee (100% contracted hours at current hourly rate) to keep a place open for a long period of absence.

### **Increase in fees**

The nursery may increase fees and will give you written notice of any change at least four weeks in advance.

### **Trips**

Charges for any trips undertaken at the nursery will be agreed in advance with families.

### **Late collection**

An extra charge will be made for the late collection of a child.

If you collect your child more than 5 minutes late (calculated using office digital time) we will issue a polite reminder. For subsequent occasions, there will be an additional charge of £30 per late collection and a surcharge of £10 per 15 minutes after the first ½ hour, which includes the basic cost of keeping two senior staff members on site to care for a child "after hours". Whilst we have a legal responsibility and a professional duty of care to ensure that, a child is looked after if a parent/carer is not on time to collect a child, the nursery must operate within legal ratios and limits.