

## Mogghill Nursery School

### Fees Policy 2017-2018

Mogghill Nursery School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

#### Fees and Billing

- Fees are £4.80 per hour which includes a £1 per hour charge to cover additional services - specialist trained staff, visiting arts and music experts, enhanced resources and fresh snacks.
- Session times are 9.00 am to 12.30 pm and 9.00 am to 3.00 pm, Monday to Friday during term time. Children staying for a full day would need to bring a packed lunch.
- Fees are payable if a child is on holiday or unwell, but we will endeavour to offer an extra session in lieu, subject to availability.
- Fees are not payable on Bank Holidays and Inset days.
- Fees are payable weekly or termly in advance by cash, cheque or bank transfer, and must be settled each Half term.
- If payments are not made before the end of the term, your place for the following term will be withdrawn.
- If a parent/carer has difficulty paying by the due date, they must advise either the manager or deputy manager to arrange an alternative payment plan.
- Notice of cancellation of a place is 4 weeks, or 4 weeks fees in lieu.
- Late collection of a child at the end of a session will result in a charge of £5.00 for every 15 minutes unless prior notice is given.

#### Non-payment of fees procedure/steps

- Offer for fees to be paid by instalment.
- If fees remain unpaid by a given date, a letter will be sent requesting the first instalment within 14 days from the date of the letter.
- Should fees remain unpaid after the initial 14 days, a second letter will be sent requesting payment in full within 14 days from the date of the letter, or proceeding through the small claims court would be instigated to reclaim the outstanding amount.

#### Early Years Entitlement Funding Details

We are in receipt of Early Years Entitlement (EYE) for 3 and 4 year olds; this will be available from the term after your child's third birthday.

EYE is 210 hours in the autumn term, 165 hours in the spring term, and 195 hours in the summer term - this equates to 15 hours per week. A minimum of 2 ½ hours and a maximum of 10 hours can be claimed in any one day. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total.

All fees charged relate to those hours or weeks not funded by EYE and include a fee to cover additional services - specialist trained staff, visiting arts and music experts, enhanced resources, and fresh snacks. This additional fee is £1 per hour.

As a setting, we also provide families with 2 year old children (who meet the criteria set out by Somerset County Council childcare) places which are funded. Somerset County Council will pay for a place, for up to 570 hours, over the year at a registered childcare provider. Up to a maximum of 15 hours per week is available. Children become eligible in the funding period after their second birthday.

As a setting, we also accept the additional EYE hours. To obtain this funding parents must register with HMRC the term before their child is eligible. They will receive a code starting 5000 which the setting will need along with a consent form agreeing to share National Insurance Numbers with Somerset County Council. Without this consent form we are unable to offer any funded places. Any hours a child attends outside of the grace period will be charged at the hourly cost of £4.80.

**Working Tax Credit**

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Please use this website to see if Tax Free Childcare is available to you.

**Termination of the Contract**

**Setting**

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents, or non payment of fees following the non payment procedure. At all other times 4 weeks notice in writing will be given.

**Parents/Carers**

Written notice of 4 weeks must be given to the setting to terminate a child's place. If written notice is not received, 4 weeks fees will be charged, and Nursery Education Funding for the 4 weeks will be claimed.

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Name of Child:

Name of Parent/Carer:

I agree to comply with the above Fees Policy 2017/2018 for Mogghill Nursery School.

Signed:

Date:

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I am aware that if I am eligible for the additional EYE funding, then I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and did not give sufficient notice about changing my child's hours

Sign..... Name..... Date.....

