



FEE POLICY 2018

This policy is effective from 1 April 2018. It will, from time to time, be updated to reflect any changes in local authority funding or Nursery fee structure.

All fees are payable monthly in advance by Standing Order or BACS. Fees must be paid by the 1st of the month.

Dependant on your child's start date you may be required to pay your first month's fees by cheque, BACS or cash to ensure payment is received on or before your child starts Nursery.

Failure to pay your invoice by the 1st of each month may incur a late payment charge of £10.00 per day overdue.

Sunrise Day Nursery uses a calculation of cost of session x number of sessions x 52 weeks divided by 12 months to ensure a regular monthly fee is payable.

Monthly invoices will be issued prior to the 1st of the month.

Sunrise Day Nursery reserves the right to add any debt balances to the next monthly invoice.

If your fees are funded by your employer, a University or College grant or any other third party, the parent is fully responsible for all outstanding fees.

From time to time Sunrise Day Nursery may offer discounts or incentives to parents – these are non-contractual and do not form part of the terms and conditions and can be withdrawn at any time without notice.

Continually failing to pay fees will lead to the exclusion of the child.

Nursery fees are inclusive of refreshments, local visits, trips and walks and nappies and wipes for full time babies (7 sessions or more for 0-2 year olds).

This fee policy should be read in conjunction with the Nursery terms and conditions.

Late charges will be invoiced at £10.00 per 10 minutes.

Additional charges include:

- 🌿 Registration Fee £50.00
- 🌿 Deposit £300.00 – 7 sessions or more
- 🌿 Deposit £150.00 – 6 sessions or less
- 🌿 Chargeable Extra-Curricular Activities
- 🌿 Nursery Outings

The start and end times for each session are as follows:

- 🌿 Morning – 8.00 a.m. – 1.00 p.m.
- 🌿 Afternoon – 1.00 p.m. – 6.00 p.m.
- 🌿 Full Day – 8.00 a.m. – 6.00 p.m.

Nursery Education Grant for 3 and 4 Year Olds

For an eligible child, the Early Years Entitlement funds a maximum of 15 hours per week for 38 weeks of the year, these hours are free.

A child becomes eligible for a funded place from the term AFTER their 3rd birthday i.e. a child who turns 3 on the 2nd October will be eligible for funding from the following Spring term.

Payment is received from the Local Authority on a termly basis – Autumn, Spring and Summer over a total of 38 weeks.

Sunrise Day Nursery applies the 38 weeks' funding over 52 weeks to ensure:

- 🌿 A regular **monthly** fee is payable
- 🌿 The child receiving the funding is able to attend the Nursery for 51 weeks (we are closed during Christmas and New Year).

The funded 15 hours must be taken in 3 x 5 hours sessions over 3 separate days or as allocated by the Nursery Manager according to availability.

Sunrise Day Nursery reserves the right to give one month's notice to change the allocated days of the funded sessions.

There is no registration fee or deposit required for children who are in receipt of the early year's entitlement if only the 15 hours are attended.

As your child can only attend Nursery on a totally NEG free basis for 38 weeks term time only, attendance outside of the 38 weeks term time only period is fully chargeable. Any fees charged, therefore, relate to additional sessions attended in excess of the 15 hours per week and these additional hours are charged at the appropriate standard sessional rate.

Any fees charged relate to your fees payable minus the 15 hours NEG funding.

Should your child leave mid-term then it is possible that the Local Authority will claim back from Sunrise Day Nursery part or all of the allocated funding which may result in you having an outstanding balance with Sunrise Day Nursery. The Local Authority, in some cases, may contact you directly to claim back overpayments.

Failure to pay non-funded fees will lead to the exclusion of the child.

Additional services are not linked to an Early Years Entitlement Funded place.

The NEG policy may change subject to Local Authority guidelines.

*** Fees charged for children in receipt of Universal and Extended Free Entitlement**

A child becomes eligible for a funded place from the term **after** their third birthday i.e. a child who turns 3 on the 2nd November will be eligible for funding from the Spring Term.

The Nursery Manager completes a claim form and submits this to the Local Authority prior to the headcount date to ensure that all funding is received. It may be that the Local Authority requires specific information from the parent and failure to provide this may result in the Nursery being unable to claim the funding, in this instance the parent would be wholly responsible for any fees incurred at the standard rates.

Payment is received from the Local Authority on a termly basis – Autumn, Spring and Summer. Dates and weeks vary throughout the year; however, this information is readily available from your Nursery Manager or your Local Authority.

Sunrise Day Nursery applies the 38-weeks funding over a 52-weeks period to ensure:

- a regular monthly fee is payable
- the child receiving the funding is able to attend the Nursery for a full 51-weeks period (not term time only)

This policy may change subject to Local Authority guidelines and changes in our operating procedures.

Please note our policy on the 30 hours entitlement is as follows:

With effect from 1 September 2017, the Government introduced a further offer of an additional free 15 hours of funding per week for all eligible children (aged 3 and 4 years) of working parents. This means that working families can now access up to 30 free entitlement hours.

We will continue to offer the 15 hours funded for 38 weeks (stretched to 10.96 funded hours per week x 51 weeks attendance but 52 weeks invoice) Universal Entitlement and we also offer the extended entitlement hours. We have given consideration to the funding model that works for both the Nursery and for our parents and have, therefore, decided to also stretch the 30 hours Extended Entitlement over 51 weeks attendance but 52 weeks invoice and this equates to 21.92 funded hours per week.

You can check if you are eligible for the extended entitlement by visiting the Childcare Choices website – www.childcarechoices.gov.uk.

The following terms and conditions will govern the basis upon which we agree to provide the free entitlement childcare services.

1. The Nursery "universal free entitlement" of up to 570 hours (15 x 38) per year and the extended free entitlement of up to 1140 hours (30 x 38) per year is managed as follows:
 - a. Funded only sessions are accessible over 51 weeks at no charge due to Christmas closure of the nursery
 - b. Funded only sessions are subject to Nursery availability
 - c. All other free entitlement hours are stretched and are 10.96 hours per week (universal entitlement offer) or 21.92 hours per week (extended entitlement offer).
2. For those parents who require additional care, in excess of their free entitlement*, which is based on minimum attendance, a fee will be charged for the additional childcare and services provided during each session.
3. Sessions cannot be swapped.
4. The provision of free entitlement is subject to Government funding and will be reviewed every term in line with any local authority changes.
5. Parents who have a current positive determination of eligibility from HMRC and are eligible for the extended free entitlement must ensure they notify the Nursery of their unique eligibility code. Failure to do this will result in the Nursery being unable to claim the free entitlement on your behalf and the full sessional price will be charged to the parent. If a parent stops being eligible for the extended free entitlement, this will result in the termination of the child's extended entitlement and fees will be charged as per the Nursery's fee structure.
6. Completion, by the parent, of the Local Authority parent declaration form.
7. Invoices will show fees, discounts applied and free entitlement.

Additional information relating to the 30 hours' attendance requirements are available from the Nursery Manager.