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At Coalway Early Years we ensure that our service users are aware of our fees policy and fully understand how invoices are structures and fees are paid.

If there are any concerns about the following or payment of fees generally, parents/carers are requested to discuss with Kayleigh Hoskings, our Setting manager.

**Rates**

Our fees are reviewed annually in the light of the setting’s financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

***2022/23 Non Funded Rates;***

2 Year Rate - £5.05 per hour

3 and 4 Year Rate - £4.80 *(Applicable from the term after child’s* 3rd birthday*)*

**Funding**

All Government childcare funding schemes can be viewed by visiting HM Government ‘Childcare Choices’ website - https://www.childcarechoices.gov.uk/

We claim Government funding through our Local Authority, Gloucestershire County Council. A funding agreement between Coalway Early Years and Gloucestershire County Council Stipulates

• Children **must** remain in the provision for a minimum of 1 week in order to be eligible for the funding. Should you choose to remove your child before this qualifying period you will be liable for all costs incurred.

• If your child attends more than one setting parents/carers **must** complete a separate Declaration Form with each provider. All Declaration Forms **must** show the providers names and the total number of hours being taken up at each provision and the hours to be claimed at each setting. The forms **must** also correspond at all settings

• Parents/Carers are signing up to a funding period for the funded entitlement and may be liable for any costs if there is a breach of that declaration.

• To permit Coalway Early Years to make a claim for funding, we require a Funding Declaration form to be completed and signed, termly. Funding Declarations are printed by us and presented to parents/carers to complete and sign. Every effort will be made to obtain (parent/carer) consent by the deadline dates set by Gloucestershire County Council. If we are unable to obtain a signed Funding Declaration, we will not be able to claim for your child’s funding and so therefore any hours attended will be chargeable by us at the rates listed above.

**Three and Four Year Childcare**

All three- and four-year-olds are automatically entitled to 15 hours per week of free nursery education, for 38 weeks of the year, from the term following their third birthday.

**Child’s birthday When you can claim?**

* 1 January to 31 March The beginning of term on or after 1 April
* 1 April to 31 August The beginning of term on or after 1 September
* 1 September to 31 December The beginning of term on or after 1 January

**Free Education and Childcare for 2-year-olds.**

Some two-year-olds may be entitled to 15 hours free childcare. If eligibility has been confirmed, we require a copy of your eligibility letter before we are able to claim funding through our funding portal.

If you think you may be eligible to the 2-year-old funding (please see eligibility criteria below) contact Kayleigh Hoskings, our Setting Manager who is able to apply on your behalf. To submit a provider application, we will require the following information;

➢ Child’s name

➢ Child’s date of birth

➢ Address including postcode where child resides

➢ Parent/Carer name

➢ Parent/Carer NI Number

➢ Parent/Carer Date of birth

➢ Parent/Carer address

➢ Relationship to child

Free education and childcare for 2-year-olds, eligibility criteria - Extracted from Childcare Choices on 22/06/20 please visit https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds for more information.

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

• Income Support

• income-based Jobseeker’s Allowance (JSA)

• income-related Employment and Support Allowance (ESA)

• Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit

payments

• tax credits, and your household income is £16,190 a year or less before tax

• the guaranteed element of Pension Credit

• the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax

Credit)

2-year-olds can also get free childcare if they:

• are looked after by a local authority

• have a statement of special education needs (SEN) or an education, health and care (EHC) plan

• get Disability Living Allowance

• have left care under an adoption order, special guardianship order or a child arrangements order

**30 Hours (Extended Entitlement) and Tax-Free Childcare**

We accept the 30 hours ‘Extended Entitlement’ funding and Tax-Free Childcare. For more information, to check eligibility criteria and apply for the above schemes, visit https://www.childcarechoices.gov.uk/

If you meet the eligibility criteria for the ‘extended entitlement’ 15 hours (30 hours free childcare) you will be issued with an ‘eligibility code’ this is an 11 digit number. we will require this code along with your national insurance number and date of Birth to allow us to check that the funding is valid and to then claim the ‘extended entitlement’.

**Please be aware you will be required to reconfirm your eligibility every 3 months through your government gateway account. Failure to reconfirm may result in the “Extended Entitlement” being removed.**

A reminder email and/or text will be sent to you from Childcare Choices. If you become ineligible you will be granted a ‘grace period’ to retain your childcare place for a up to 3 months, which will be assigned to you along with your eligibility code.

**We are required to validate the eligibility code assigned to your child every 3 months, if a code is invalid then an invoice will be issued to parents and payable within the invoice terms, as stated on the invoice and conditions of this policy**

If you require any assistance to apply or do not have access to the internet you can apply by telephoning the childcare service customer interaction centre on 0300 123 4097.

**Consumables Charge.**

Any child that it in receipt of the 3 and 4 year old funding, ***That is not entitled*** to the Early Years Pupil Premium (EYPP) payment from the government. Will be liable to pay the consumables charge. This charge is a flat rate monthly fee for any child accessing the 15 or 30 hours. The consumables charge covers additional costs that are not covered by the government funding. Such as, admin, Nursery maintenance, resources, operational costs memberships and registrations and snacks for the children.

The rate of this fee is below:

15 hour funding per week, Cost of consumable charge per month is £10.00

30 hour funding per week, cost of consumables charge per month is £15.00

Invoices for the consumables charge will fall in line with the invoice information outlined in this policy.

**Non Funded Hours (fee paying Parents)**

➢ All non-funded hours will be invoiced calendar monthly, in advance and will be sent as a PDF file by email.

➢ Parents/carers may request a paper copy or statement of their account by emailing [bcplaygroup@btinternet.com](mailto:bcplaygroup@btinternet.com) Paper copies are free of charge.

* Details of how to may payment and the terms and conditions will all be listed on the bottom of your invoice for reference.

**4. Payment Terms**

➢ Fees are payable a month in advance.

➢ Payment terms will be clearly printed on invoices

* Payment via Bank Transfer should be made to; Bank: Lloyds - Account Number: 50498160 Sort Code: 30-90-89 *(please use your child’s name as a reference)*
* If fees are not paid by the date stated on the invoice then a late fee charge of £10.00 will be applied to the invoice total.

Other Payment methods accepted are;

Childcare Voucher Schemes

Tax-Free Childcare

Where relevant, payment reminders will be emailed. If fees are not paid by the date started on the invoice, and no communications has been made to the manager to explain, then a late payment charge of £10.00 will be added to the total invoice cost. In cases of repeated late payments your child’s non-funded hours will be suspended until full payment for arrears has been made – we will only hold the non-funded hours for a limited period of time.

If parents/carers are experiencing difficulties with making payments on time, parents/carers must speak to our setting manager, Kayleigh Hoskings at your earliest convenience. In certain circumstances we may agree to a payment plan.

**5. Inset Days**

Inset days are not chargeable to funded and non- funded children at Coalway Early Years

**6. Non Attendance**

If your child does not attend for any reason such as illness or holiday your child’s session fees are still payable, no refunds are offered.

**7. Emergency Closure (force Majeure)**

In the event of the setting being forced to close due to unforeseen circumstances such as, adverse weather or major maintenance, normal charges will still apply. This may be subject to review by Coalway Early Years management. This is also stated in the terms and conditions of your place at Coalway Early years as per the registration paperwork.

**8. Notice**

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore require notice of changes to sessions or attendance which may have a direct impact to numbers and thus our income. It is a requirement of your terms and conditions to provide the setting with 4 weeks written notice of a child leaving or reducing their sessions, otherwise fees in lieu of notice will be charged. Notice or changes to sessions must be notified to Kayleigh Hoskings, Setting manager at the earliest convenience.

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| **This policy was adopted on** | **Signed (nursery manager)** |  | |
| 01/12/2022 | **Signed (Chair or Committee)** |  | |
| **Date for review** |  | **Date for review** |  |
| **Date for review** |  | **Date for review** |  |