

# Fees Policy



If there are any concerns about the following or payment of fees generally, parents/carers are requested to discuss with Jo Young, our Finance Officer.

## 1. 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.

### **2021/22 Non Funded Rates;**

2 Year Rate - £4.95 per hour

3 and 4 Year Rate - £4.70 (*Applicable from the term after child's 3<sup>rd</sup> birthday*)

## 2. 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.

## Three and Four Year Childcare

All three- and four-year-olds are 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 Jo Young, our Finance Officer 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' which we will require along with your national insurance number to allow us to claim the 'extended entitlement'. **Please be aware you will be required to reconfirm your eligibility every 3 months.** 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 short period which will be assigned to you along with your eligibility code.

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

**Parents/Carers must apply for the extended entitlement the term before they wish to claim the extended hours.  
If you forget to apply, you will have to wait until the following term to claim the funding.**

**We are required to validate the eligibility code every 3 months, if a code is invalid an invoice will be issued 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.

**2. Non Funded Hours**

- All non-funded hours will be invoiced termly, 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 [ceyfinance@outlook.com](mailto:ceyfinance@outlook.com) . Paper copies are free of charge.

**4. Payment Terms**

- Fees are payable in advance.
- Payment terms will be clearly printed on invoices offering either full termly/half termly payment or monthly instalments, in advance of sessions.
- 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*)

Other Payment methods accepted are;

- Childcare Voucher Schemes
- Tax-Free Childcare
- Where relevant, payment reminders will be emailed.
- 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 Finance Officer, Jo Young, at your earliest convenience. In certain circumstances we may agree to a payment plan.

**5. Inset Days**

Inset days are not charged to non-funded children.

For children who access funding and pay for additional hours a proportional adjustment will be made to fees, if an inset day falls on a day your child attends – This is based on the proportional allocation of funding.

**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**

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.

**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 numbers and thus our income. 4 weeks written notice is required of a child leaving or reducing their sessions, otherwise fees in lieu of notice will be charged.

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>		
<b>21/09/2021</b>	<b>Signed (Chair or Committee)</b>		
<b>Date for review</b>		<b>Date for review</b>	
<b>Date for review</b>		<b>Date for review</b>	