



## FEES POLICY

Mells Nursery sessions are charged at the following rates from January 2024 :

Hourly rates

£6.85 3 & 4 year olds

£7.15 2 year olds

		<u>3 and 4 year Olds</u>	<u>2 year olds</u>
Full Day	9:00am – 3:15pm	£42.81	£44.69
Morning only	9:00am – 12noon	£20.55	£21.45
Morning and lunch	9:00am – 12:45pm	£25.69	£26.81
Afternoon	12:45pm – 3:15pm	£17.13	£17.88
Afternoon and lunch	12:00pm – 3.15pm	£22.26	£23.24

Fees are payable in advance at the beginning of each term, within 7 days of the issue of your invoice. You have the option to pay your invoice in monthly instalments which will be confirmed on your invoice email. Any overdue fees may be subject to an interest charge. There is no rebate for absence (including sickness and holidays). Fees are not charged for Inset days or Bank Holidays. Fees are non-refundable if the number of sessions is reduced at your request after the beginning of a term, unless the session can be filled by another child. Persistent late collection of children will result in a £10 charge on each occasion to cover staff costs. Fees will be calculated based on the age of the child at the beginning of the term, for the whole term.

### Deposit

A deposit of £50 is requested at the time of acceptance of the offer of a place. This will be off-set against your first invoice or refunded if applicable. If your child does not start at Mells Nursery, your deposit is non-refundable.

## **Early Years Entitlement (EYE)**

Mells Nursery receives Government funding via the local authority and is eligible to offer up to 15 hours per week of free early years education to eligible 2, 3 and 4 year olds. In order to secure the Government funding Mells Nursery must comply with the following criteria:

Be registered with the local authority's Early Years Development and Childcare Partnership. Work towards the Early Learning Goals and other features of the Foundation Stage curriculum. Be regularly inspected by education inspectors appointed by OFSTED.

The Early Years Entitlement starts in the funding period after your child's 3rd birthday, until primary school age.

Eligible 2 years olds can apply for 2 year old funding directly to the local authority. We are able to offer a funded 2 year old place of up to 570 hours per year, once we have verified and copied your funding entitlement letter, subject to availability of sessions.

Here are the funding periods and the number of hours that can be claimed.

### **Early Years Entitlement Funding Period Dates**

Autumn	- 1 <sup>st</sup> September – 31 <sup>st</sup> December
Spring	- 1 <sup>st</sup> January - 31 <sup>st</sup> March
Summer	- 1 <sup>st</sup> April – 31 <sup>st</sup> August

You will be required to fill out a registration form to support your claim for funding. This is sent to Somerset County Council, along with a copy of your child's birth certificate or valid passport. Mells Nursery is responsible for submitting the relevant claim on a termly basis and the funding is paid directly to the Nursery. Parents/carers will be required to sign a Parent Declaration Form each term to confirm their EYE hours claim.

There is a maximum entitlement of 15 hours per week and 570 hours per year. Any hours that fall outside of the EYE criteria will be charged at the rates above.

## **30 Hours Early Years Entitlement**

We are a small Nursery that operates term-time only and are committed to keeping the number of children we have at any one time small and with a minimum of statutory but usually higher ratios of staff to children.

We are able to offer a special environment both inside and out with experiences that support children's individual interests and experienced staff who journey alongside the children, supporting, caring and challenging. With this in mind, we would like to welcome as many children as we can to Mells Nursery and give children an experience that runs alongside the experiences that they get at home with families and friends.

To allow this to happen, we can offer a **maximum of 570 hours free entitlement** per year (roughly equates to 15 hours per week) for all children from the funding period after their 3<sup>rd</sup> birthday, this equates to two full days and an afternoon session with us. Funded 2 year

old sessions are also available where applicable, again for a **maximum of 570 hours per year**.

Some children may benefit from more time with us and this can be discussed and decided in conjunction with the Nursery management on an individual basis. Extra sessions will be invoiced to the parents through a termly invoice. If your child attends another setting or childminder and you are entitled to 30 hours of funding, we are able to share this funding claim with them, again, **up to a maximum overall claim of 570 funded hours per year at Mells Nursery**.

If you have individual needs or requirements, please do speak to us to see whether we can accommodate this.

### **Emergency Closure**

For short term emergency closures, there will be no refund of Nursery fees.

### **Non Payment of fees**

We do understand that some families can experience financial difficulties and we will always try to be flexible. If you do have a problem paying your fees, please arrange immediately to discuss in confidence with either the Administrator or the Committee Chair.

If fees remain unpaid 14 days after a reminder letter has been sent, the Nursery Management may, at its sole discretion, inform you that your child is no longer able to attend the Nursery. If that happens then your child's position at the Nursery may be given to another child. Full payment of the overdue amount must be settled immediately. If the fees remain unpaid, further steps will be taken to recover the debt.

Unless an arrangement has been agreed with the administrator, unpaid fees from 14 days after due date will incur an administration charge of 5% applied to the outstanding amount.

### **Universal Credit**

People in receipt of Universal Credit may be able to get help towards the cost of childcare. For further details contact the Universal Credit helpline on 0800 328 5644 or visit HM Revenue & Customs (HMRC) website: <https://www.gov.uk/universal-credit/contact-universal-credit>

### **Child Care Vouchers**

Mells Nursery are registered with several Child Care Voucher companies. Should you wish to pay by this method, please discuss this with the Nursery Administrator.

### **Cancellation of your child's place**

If you wish to withdraw your child from nursery sessions for any reason then we would ask that you give us at least 4 weeks written notice of this, to allow us to make any required adjustments to our staff rota, and if appropriate, offer your child's place to another child.

Fees will not be refunded, except in exceptional circumstances and then at the sole discretion of the Nursery committee.

**Review of fees**

Fees are usually reviewed annually and parents will be informed preferably with a notice period of at least one month although this is not always possible.