

# Jordans Village Nursery School

## (JVNS) Fees Policy

As an Ofsted registered early years provider, we are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department of Education.

### Fees and Billing

**Current fees:** Morning or afternoon session £26.25 (9am-12pm, 12pm-3pm)  
Full day £52.50 (9am-3pm)  
Early Start £2.50 (8.45am start)  
Lunch £13.15 (12-1.30pm)  
Late pick up £5 (3 – 3.15pm)

**Consumables charge:** This payment is requested for **Nursery funded** sessions because the level of hourly funding we receive from the government for funded places does not match what we would charge per hour. We are not allowed to charge parents the difference but we can request voluntary contributions.

This consumable charge covers items such as morning and afternoon snacks, weekly music sessions, woods visits, baking and food related activities, resources for planting & growing, health & hygiene products as well as the many resources which are purchased to enhance our settings weekly curriculum activities and maintain our basic equipment..... the list is endless. The charge is £5 per session. A session being either a morning or afternoon. A full day session is 2 sessions – therefore £10. This is a voluntary contribution and all children will have the same access to our provision regardless of payment.

**Late Collection Charge:** In the event of a parent or carer arriving late to collect their children (e.g. after 12pm, 1.30pm or 3pm), then we reserve the right to charge a late fee, and the following procedures will be followed:

- On the first occurrence of being late, the lateness will be recorded by the manager of the session and the parent will be advised of our policy
- On second occurrence, within the same half term, the lateness will be recorded by the manager and the parent will be asked to sign to acknowledge the lateness.
- Any subsequent occurrence, within the same half term, will incur a charge of £5.00 for the first 10 minutes, and then a further £5 for every 5 minutes thereafter
- Any late collection charges incurred require payment within 7 days of receipt of invoice.

**Adhoc sessions:** It may be possible for a child to attend adhoc sessions. A parent/carer is expected to pay for these on the day. Cancellation notice of additional sessions must be at least 24 hours before the session(s) start - failure to do so will result in full payment of the session(s) invoiced. At JVNS the children have their lunch as part of the afternoon session and therefore you will need to provide a suitable packed lunch.

### In the event of not being able to attend JVNS:

There will be no reduction for periods of sickness or holidays taken during normal sessions. In the case of a child's legitimate long-term illness, the committee will consider the circumstances and come to an arrangement with their parents/carer regarding fees.

If JVNS is unable to open due to unforeseen circumstances i.e. severe weather, parents/carers with children that are due to attend on that occasion will not be charged. Fees will not include a charge for Inset days.

**Invoices:**

Fees will be calculated in advance of each term (3 terms in every year), based on the child's confirmed sessions. The invoices will be raised and distributed at the beginning of each term. The fees must be paid in full by the stated deadline on the invoice, unless prior arrangements are made with the Finance Manager.

**Increasing Confirmed Sessions:** Parents can request to add sessions whenever they wish. Once confirmed by the Admissions Manager these sessions will be invoiced at the end of the term.

**Reducing Confirmed Sessions:** Parents/carers must give **6 weeks written notice**, before the start of a half term, of any reduction to confirmed sessions. **Reductions given less than 6 weeks will still be charged the half term fee.**

**Cancellation/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 one month's notice in writing will be given.

**Parents/carers:**

**6 weeks** written notice must be given to the setting to terminate a child's place. If such notice is not received half a term's fees will be charged, and EYE funding or Fees for the half term will be claimed.

**Early Years Entitlement (EYE) details:**

**Universal Entitlement:**

Parents can claim 15 hours per week over 5 days from the term after their child turns 3 for 38 weeks of the year. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total.

Please see Buckinghamshire Council website

(<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/>) or speak to the Treasurer for current funding entitlement, or visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further information.

To claim the EYE funding the following information is needed:

- Child's legal documentation – birth certificate, passport
  - EYE funding parent declaration form - completed every term and signed by parents
- Parents are required to bring their supporting documentation to the settling-in session. If a child's legal documentation is not produced in time to enable funding to be claimed, parents

will be charged at the current session rate. Any hours over and above the current EYE funding entitlement will be charged at the current session rate.

### **Funding for eligible two year olds**

Buckinghamshire Council offer funding for eligible 2 year olds from the funding period after their second birthday.

Information about eligibility and applying for this funding is available at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

To claim the 2 year funding at JVNS the following information is needed:

- Child's legal documentation – birth certificate
  - EYE parent declaration form - completed when appropriate and signed by parent/carer
- It is parents/carers responsibility to provide child's legal documentation. If not provided parents/carers will be charged the setting's normal fees as we will be unable to claim EYE funding.

### **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 the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

Childcare vouchers- We are able to accept some childcare vouchers- please contact the Treasurer for details

Tax-free childcare scheme - Information can be found on the government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Late payments:**

If payment of fees is not received within 14 days from the invoices being provided, a first reminder e-mail will be sent to the designated parent/carer which will detail when the fee payment was due and the total fee amount overdue.

If fees remain outstanding after this time and no payment schedule has been agreed with the Finance Manager, JVNS will reserve the right to add a £20.00 charge per month, for late payments.

If payment is still not received within a further 7 days from the 1st reminder and the parent / carer has not discussed payment of the outstanding amount, the child whose fees remain outstanding may be refused entry to pre-school until such fees are settled in full. This may result in you forfeiting your child's place (except Government funded sessions) at JVNS and the opening will go to another child on our waiting list.

If the fees due remains outstanding for a further 14 days, a recorded delivery letter will be sent to the designated parent/carer advising that legal action will be taken and collection of the fees will be pursued through the small claims court procedure or by other litigation.

Application to the small claims court is a last resort which will only be undertaken when all other approaches have been tried, when the Management Committee is confident such action does not contravene other stated aims and policies of the JVNS, and when they have carefully considered the effect of such action on the child.

This policy was adopted by Jordans Village Nursery School Summer 2024.