

4.2 Early Learning & Childcare Charging Policy

Early Learning Funding Entitlement

Downham Nursery School is listed with Norfolk County Council as an approved provider to offer the Early Education funding entitlement for all 3- and 4-year-olds and has agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities.

The nursery is not registered to accept the funding for 2-year-olds. The nursery is registered to accept the 15 hours universal offer and is now also registered for the 30 hours offer.

The Early Education Funding (Grant) is available to all children aged 3years and over from the term after their 3rd birthday.

Government funding is intended to cover the delivery, of 15 hours or 30 hours free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours, or additional services. Although we are allowed to charge for snacks and consumables, we have decided not to do this as we want to ensure that all the children attending are provided with suitable drinks and snacks.

The Nursery is open daily for 8am-6pm for 51 weeks of the year. (For full fees please see sessions and fees sheet)

The Nursery offers the free Early Education Funding which is available for 38 weeks of the year.

The 15 hours free entitlement is offered as follows:

Sessions of 2.5 hours – a morning session 9.00am-11.30am or afternoon - 12.30pm-3.00pm
5 mornings or 5 afternoon sessions- A total of 12.5 hours free Early Learning (Grant)

To access the full 15 hours your child would need to attend for one full day-

For example, 4 am sessions 9-11.30am and 1 full day 9.00-3.00pm- The hour 11.30-12.30 is not included in the free hours, parents can take their child home or pay for the additional hour if they wish, the fee for this is £7.20.

Additional hours are charged per half hour (For full fees please see sessions and fees sheet)

The 30 hour free entitlement is offered as follows:

For example: 8.30am-11.30am grant sessions, lunch 11.30-12.30, charged at £3.60 per half hour afternoon session 12.30-3.30pm, 6 hours a day 5 days a week= 30 hours free grant sessions a week.

Parents receive an invoice showing the free grant hours claimed on their behalf for the term. Any additional hours are charged at the rate stated in our fees information.

The Registration fee of £15.00 is payable when we have confirmed a place for your child, this is not refundable. We do not ask for deposit. We do not charge for snacks or consumables.

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The nursery is open all year round, with the nursery offering optional holiday care facilities for working parents who require care all year around. Parents are sent a separate booking form for holiday care and are invoiced for this separately. There is no Early Learning Funding (Grant) available for holiday care.

Payment

Payment is made in advance. The Nursery will accept payment in all Childcare Vouchers, Cash, cheques and direct debit.

The information on how to pay by internet banking is included on our Nursery invoice.

Payment terms are as follows-

The nursery invoices parents each term: September-December

January- March

April- July

Each invoice shows the full amount payable, the invoice also gives parents the option to pay the amount in 3 instalments, which will also include an administration charge.

Parents who withdraw their child from the nursery are required to give one month's notice in writing. Or pay a month's fees in lieu of notice.

If payment is not made we follow the procedure as illustrated below:-

After one week a reminder copy of the invoice is sent.

After Two weeks, if no payment is made,



A reminder letter is sent with a copy of the Invoice and a late fees payment of £10 is applied



If no payment is made after several reminders, we inform the parent that their child cannot attend until the debt has been cleared. A warning letter is sent advising that the debt will be passed to our agents for recovery.

All nursery fees are reviewed every school year (September) and a copy of the fees are sent to all parents.

Parents are still required to pay the full fees for their child's non-attendance due to illness or holidays. Except in exceptional circumstances when the child is absent for a prolonged period due to ill health. The parents are invited to a meeting to agree a retainer fee to keep their child's place open.

The nursery is closed for all bank holidays and staff development days which are not invoiced for.

Downham Nursery School

This policy was adopted at a meeting of	Downham Nursery School	name of setting
Held on	July 2024	(date)
Date to be reviewed	July 2025	(date)
Signed on behalf of the management committee PP		
Name of signatory	E.J Laffeaty-Sharpe	
Role of signatory (e.g. Chair/owner)	Principal / Proprietor	