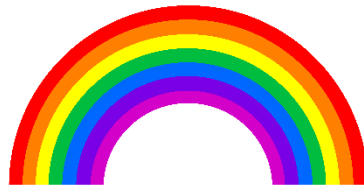


The Village Nursery Bellingdon Ltd



“Building a firm foundation”

Fees policy

Statement of intent

To provide a high quality, safe and stimulating service for children. In order to do this and to ensure the continued high standards and sustainability of the nursery, we must ask that parents/carers respect its policy in respect of fees.

Aims

To ensure that the high standards and sustainability of the nursery are met.

Methods

In order to achieve our aim, the following policy is followed:

- The Village Nursery accepts Early Years Funding and this may be used flexibly across 38 weeks/term time or 47 weeks/stretched to accommodate holiday periods. Children may receive either 15 or 30 hours funding per week if attending term time or 12 or 24 hours if using the stretched offer, via a code obtained by parents through [Childcarechoices.gov](https://childcarechoices.gov.uk). It is parents' responsibility to ensure that this code remains valid and complete the renewal every three months. Failure to renew the code may result in funding being withdrawn. Funded hours are subject to availability and are not guaranteed.
- Three and four year funding is subject to further conditions. An Integrated Care Package (ICP) fee will be applied during term time to cover parts of the nursery provision not covered by the funding. The voluntary charge is £10.00 or £20.00 per week depending upon whether 15 or 30 hours are claimed. Fully funded sessions during term time only without the ICP charge are fixed as follows:
 - 15 hours – 8.00am until 11:00am
 - 30 hours – 8:00am until 2:00pm.
- The level of fees will be set by the Registered Person and reviewed periodically in light of the nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees are due at the end of each month in advance for the following month. Individual payment arrangements will be negotiated between the Owner or Manager and parents/carers.
- The nursery will be sympathetic to requests for alternative payment arrangements. If Parents/Carers wish to negotiate this or any other alteration to the standard fees policy, they should contact the Manager at the earliest possible opportunity.

- If the fees are not paid on time, the nursery will notify the Parent/Carer via the App and request immediate payment. The Owner or Manager has the right to issue a formal warning to the Parent/Carer and inform them that continued late payment will result in their child's place at the nursery being forfeited.
- Late payments will incur a surcharge of £25 plus 5% each day thereafter. Failure to pay the fees plus the surcharge by the 5th of the month will result in the child's place being suspended until all payments have been made.
- If fees are paid persistently late or not paid at all, with no explanation, the nursery will be forced to terminate that child's place.
- Parents/Carers are encouraged to speak to the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/Carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the nursery.
- Late collection will incur a £25 charge plus £20 per half hour thereafter. The nursery closes at 6.00pm and for insurance purposes children cannot be on site after this time. Collection after 6pm is subject to a £75 one off charge plus £20 per half hour thereafter.
- Session changes will incur administration fees equal to 50% of the fees due for the session you wish to change. This is in addition to the normal fees due for the changed session. Additional sessions are subject to availability determined by staff ratio availability.
- Fees of 50 % are due for any holiday taken during term time, however one months' notice must be provided. Food costs will not be charged. This also applies to wrap around care in order to maintain the same sessions each week.
- If you decide you no longer need a place at the nursery you must contact the Nursery Manager as soon as possible as we require one months' notice in writing of your intention to remove your child. Should this result in Early Years Funding being withdrawn by the Local Authority, parents will be liable for any unfunded sessions.
- If funding payment is not received from the Buckinghamshire Local Authority, then the parent is liable to pay the amount of funded fees in full. This does not apply if the non-payment was due to a fault or omission of the nursery staff.
- Payments may be made to the nursery bank account as follows; sort code 09-01-29, account number 04610445, account name The Village Nursery Bellingdon Ltd
- Payment may be made via Tax Free Childcare. Please note that payments using this method **can** take up to 3 working days to be processed and be received by The Village Nursery. Payments will not reach the nursery on time if actioned after 2pm on the last working day of the month. If the last day of the month is a weekend day, the payment should be processed by 2pm on the previous Friday. Please allow plenty of time for this, a grace period of one day will be accommodated if there is a delay with HMRC. Please provide a copy of your confirmation email from HMRC.
- Payment may be made via voucher companies. Please note that payments made via this method **always** take four working days to be processed and be received by The

Village Nursery. Please therefore allow plenty of time for this to avoid late payment fees. If this payment makes up less than 50% of the payment due and the balance has already been received by the due date, a grace period will be given assuming the voucher payment has been applied for by the 2nd of each month.

- If your child does not attend nursery due to sickness, full fees will still be due although food costs will be refunded. This is because nursery staff are still paid, and costs are still incurred. If your child requires early collection during a session due to illness, you will be provided with a ninety-minute window in which to collect your child. Subsequent to this a fee of £75 per hour will be applied due to the child requiring isolation and 1:1 staff care. If you are unable to do this within 90 minutes please ensure an emergency contact is available. Discretion will also be applied in certain circumstances.
- In exceptional circumstances there may be an event that triggers the closure of the nursery; for example, severe adverse weather conditions, personal health, or acts of terrorism. The nursery will not be held responsible for these events and will not issue refunds for such forced closures.

This policy was adopted by the Village Nursery on 1st May 2025 and will be reviewed every 12 months.

Signed on behalf of the nursery

This policy was reviewed on: