

STRAMONGATE NURSERY CIO

CHARGING AND REMISSIONS

POLICY

Approved by ¹	
Name:	Steven Wilkinson
Position:	Trustee
Signed:	<i>Steven Wilkinson</i>
Date:	31/07/2023
Proposed review date ² :	05/12/2023

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1 Introduction

Stramongate Nursery (hereinafter referred to as 'we' or 'the nursery') provides early years' provision for children aged 0 to 5.

The purpose of this policy is to ensure transparency in the setting of charges by:

- Setting out clearly the charges levied for activities and services provided by Stramongate Nursery;
- Stating clearly our payment terms and conditions;
- Setting out the procedures which will be followed in the event that payment terms and conditions are not met.

This policy has been informed by adherence to the law and by following statutory Department for Education guidance.

This policy will be reviewed on an annual basis and approved by the Trustees of Stramongate Nursery. Copies of the policy will be available on the Stramongate Nursery page of the Stramongate School website and by request from nursery staff.

Where this Policy refers to "parents" we mean any person with parental responsibility for a child.

Where this Policy refers to a "charge", this is an amount of money that must be paid in order for a child to participate in an activity e.g. the cost of attending any nursery sessions not covered by Early Years Funding or the cost of providing a school dinner.

Where this Policy refers to a "voluntary contribution", this is an amount of money that the nursery would like families to contribute towards the cost of an opportunity in order to make it financially viable. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled entirely.

Where this Policy refers to "remission", this is an amount of money that the nursery will or might agree to provide to fund an opportunity for a child. Trustees *will* make provision for all statutory remission requirements e.g. using the relevant Early Years Pupil Premium or Early Years SEN funding to pay for sessions or meals for a child with a legal entitlement.

2 Statement of Charges

2.1 Admissions

No charge will be made for any aspect of the admissions process to this nursery. However, to secure a place we ask for a refundable deposit £86. This deposit will be deducted from your first month's fees.

A deposit is not required where the place is being fully funded by Early Years Entitlements.

2.2 Educational services covered by Early Years Entitlements

No charge will be made for 'education' provided during nursery hours which is funded by the 3-4 Year Old Early Years Entitlement, Extended Early Years Entitlement or 2 Year Old Early Years Entitlement, as described below.

15 hours free childcare for 3 and 4 year olds ("3-4 Year Old Early Years Entitlement")

All 3 to 4-year-olds in England can get 570 free hours of childcare per year with approved childcare providers, including Stramongate Nursery, starting from the start of the term after their third birthday. This can be taken as 15 hours per week term time only (38 weeks) or taken over fewer or more weeks.

30 hours free childcare for 3 and 4 year olds from working families (“Extended Early Years Entitlement”)

Working families of 3 and 4 year olds may be entitled to up to 30 hours free child care per week. For additional information, including checking your eligibility and details on the application process, please visit <https://www.gov.uk/30-hours-free-childcare>.

15 hours free childcare for 2 year olds (“2 Year Old Early Years Entitlement”)

Children from low-income families or who have been looked after by a local authority, have a statement of special educational need (SEN) or an early health care plan (EHCP) or receive Disability Living Allowance may be eligible for free childcare. For additional information and to check your eligibility, please visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>.

2.3 Chargeable services

Charges for children attending Stramongate Nursery – main setting

Term Time Sessions	Charge		
	Babies (0-2)	Tweenies (2-3)	Pre-school (3-5)
AM Session 7.45am-8:30am	£4.53	£4.53	£4.53
Short Day 8.30am – 4.00pm	£45.38	£45.38	£45.38
Pm Session 4.00 PM – 5.45pm	£10.59	£10.59	£10.59
Holiday Sessions	Charge		
	Babies (0-2)	Tweenies (2-3)	Pre-school (3-5)
AM Session 7.45am-8:30am	£3.03	£3.03	£3.03
Short Day 8.30am – 4.00pm	£45.38	£45.38	£45.38
Pm Session 4.00 PM – 5.45pm	£9.08	£9.08	£9.08

School dinner prices are set by Stramongate School and these can be ordered via Live Kitchen and payable via direct debit in the Live Kitchen Portal. Please contact Nursery should you wish to set this up.

Charges will be regularly reviewed by Trustees. Any increase, or decrease, in charges will be communicated to parents at least 4 weeks in advance.

The up to date charging structure will be published on the Stramongate Nursery page of the Stramongate School website and copies will be available upon request from nursery staff.

2.4 Absences

Illness

All absences due to illness are chargeable at the full, applicable rate.

Absences due to medical appointments for which 4 weeks' prior notice is provided in writing will be charged at 50% of the applicable rate. If less than 4 weeks' notice is provided, the full rate will be applied. **Holidays**

Where 4 week's prior notice is provided, in writing or online form is completed, absences due to holidays will be charged at 50% of the applicable rate. If less than 4 weeks' notice is provided, the full rate will be applied.

3 Changes to sessions

Changes Nursery regular booked sessions (i.e. the sessions they attend every week), including permanent cancellations, must be requested in writing/email at least 4 weeks' in advance.

Extra sessions can be requested at any time and, we will do our best to accommodate these requests wherever possible but cannot guarantee we will be able to meet all requests.

Ad Hoc cancellations of session cannot be accommodated and therefore will be charged at normal session rates. Increasing costs and waitlists mean that we are unable to justify short term cancellations. Holiday rates can be applied for as per above.

4 Other charges

Nappies and wipes

Where we have not been provided with enough nappies and/or wipes for a child who requires them and, therefore, supply nappies and/or wipes from our own stocks, we will recharge the cost of these at £2 per day.

Late collections

Where a child is collected more than 5 minutes after the end of their session, we reserve the right to make an additional charge to reflect the additional staffing costs incurred. This charge will be £5 for the first 10 minutes and £2 for every 5 minute period thereafter.

Damage to property and breakages

The nursery will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of nursery property or such damage or breakage of property belonging to a third party where the nursery has been charged. The actual amount will be determined by the Trustees.

5 Arrangements for charging and payments

Fees are due on the month of provision of the service and where possible are payable in advance.

Payments may be made by Childcare Vouchers, Tax Free Childcare or Bank Transfer. The nursery bank details are provided on the bottom of each invoice.

Payments by Cash or Cheque will only be accepted by prior arrangement and must be handed to the Nursery Manager. If a cheque is returned to us unpaid, parents will be charged the relevant banking fee and may also be charged an administration fee representing 5% of the value of the returned cheque.

5.1 Debt recovery

It is the financial management policy of this nursery that all services provided by the nursery are paid for within 14 days of invoice and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Trustees authorises the Nursery Manager to take all reasonable

measures to collect debts. In doing so they will observe the relevant financial regulations and any other legal requirements.

Our debt collection process

Invoices will be raised at the start of each month electronically (by email). Payment for these invoices should be made as soon as possible.

Invoices remaining unpaid after 2 weeks will be followed up with a reminder email

Invoices remaining unpaid after 3 weeks will be followed up with a formal final reminder email.

Appendix A

As a charitable organization, the nursery cannot tolerate debts. Where no attempt has been made to pay a debt, we will be unable to continue to provide services to a family until all debts are paid; notification of a withdrawal of place will be provided by letter.

Where debts remain unpaid after a place has been withdrawn, we will take appropriate debt recovery action which may include the legal pursuit of amounts through the Small Claims Court.

A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. All write-offs will be subject to Trustee approval. A formal record of any debts written off will be maintained and this will be retained for 7 years.

6 Voluntary contributions

On occasion, we may ask parents for a voluntary contribution towards the cost of special events, such as Christmas parties or specialist visitor. In this instance, no child will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Trustees reserves the right however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

7 Arrangements for monitoring and evaluation

The Trustees of Stramongate Nursery will monitor the impact of this Policy by receiving on a termly basis, a financial report on charges raised and debts outstanding.

Payment reminder for balances outstanding for over 3 weeks

[Address]

[Date]

Dear [parent]

Non-payment of fees

Despite our email on [Date], you still have an outstanding invoice of [Amount] in relation to [month's] nursery fees.

As per our Charging and Remissions Policy, which I attach a copy of, all fees are payable in the month of provision and due on the first day of each following month. As such, these fees are now overdue.

As explained previously, as a charitable organisation, Stramongate Nursery cannot support debts amounting to more than one month's payment. As such, if we have not received payment of the full balance or agreed a payment plan by [date] we will no longer be able to offer [child] a place. Payments can be made by Childcare Vouchers, Tax Free Childcare, bank transfer, cash or cheque.

If you are experiencing financial difficulties and would like to discuss a payment plan, please contact me on 01539725073 ext 3 or nursery@stramongate.cumbria.sch.uk.

Yours sincerely

Lisa Swift

Stramongate Nursery Manager

Enc: Stramongate Nursery Charging and Remissions Policy

CC: Stramongate Trustees

Withdrawal of place due to non-payment

[Address]

[Date]

Dear [parent]

Withdrawal of place due to non-payment

Despite our conversation on [Date] and my letter of [Date], you still have an outstanding invoice of [Amount] in relation to [month's] nursery fees.

As per our Charging and Remissions Policy, which you were provided a copy of both when [child] started nursery and again with my letter dated [date] all fees are payable in advance and due on the first day of each month. As such, these fees are now significantly overdue.

As explained previously, as a charitable organisation, Stramongate Nursery cannot support debts amounting to more than one month's payment. As such, we will no longer be able to offer [child] a place until this outstanding amount has been paid.

If the debt has not been paid in full, or a payment plan agreed with a first payment made, by [date in one month's time] we will commence our debt recovery process via the small claims court.

If you would like to discuss a payment plan, please contact me on 01539725073 ext 3 or nursery@stramongate.cumbria.sch.uk.

Yours sincerely

Lisa Swift

Stramongate Nursery Manager

CC: Stramongate Trustees

