

Nightingale Infant and Nursery School



Nursery Charging Policy

Pricing structure

The amounts charged by the setting are based on the child's age and hours attended. A summary of fees charged are shown attached at Appendix 1 and are subject to review on a yearly basis. Fee increases are notified to parents at least a month in advance before any increase is made.

Payment

- Fees are usually notified at the end of each half term or term for the next half term's attendance and are payable by the start of the new half term.
- Where a child is known to be leaving the setting the final half term's sessions should have been paid in advance. Childcare will be withdrawn if payment is not received or known voucher agreement in place.
- Fees should be paid directly into the school's bank account or via a registered childcare voucher scheme. Fees can be paid by cash (exact amount as no change is held on site) or cheque and must be handed to the school's office team in an envelope clearly marked with the amount, invoice number and child's name.
- Fees must still be paid if children are absent through sickness or holiday.
- One month's notice of termination of contract is required in writing.
- If this notice is not given parents will be charged for the remainder of the half term, regardless of whether the child attends the setting or not.
- The responsibility for the payment of fees lies with those with parental responsibility who have signed the letter accepting sessions offered.
- If parents cancel their acceptance of a place in Nightingale before the child starts attending one half term's fees will be incurred.
- If extra lunch or sessions are required at any time please book these in advance with the nursery teacher or finance officer as soon as possible. Whilst we will always try to accommodate you, please realise that it may not always be possible for us to offer extra sessions as our staff ratios need to be correct at all times.

Early Years Funding for 3 & 4 Year Olds

Nightingale supports the entitlement to free 15 hour and 30 hour extended entitlement early years provision for 3 and 4 year olds.

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	1 st September following child's 3 rd Birthday (Autumn School Term)
1 st September to 31 st December	1 st January following child's 3 rd Birthday (Spring School Term)
1 st January to 31 st March	1 st April following child's 3 rd Birthday (Summer School Term)

- Where the setting's hourly rate is greater than the rate received from the local authority no top up fee is charged.
- Parents are not obliged to purchase additional hours in order to secure free provision.
- A charge will be made for any additional childcare services over and above the funded entitlement as per the charging schedule at Appendix 1.
- No registration is due where funding entitlement only is used.
- The current entitlement of 15 hours is for 38 weeks of the year and the amount per term is dependent upon the number of weeks in that term.

Nightingale will admit children to it's nursery from the date of their 3rd birthday on a private fee paying basis. Charges are the same as those accessed by parents who are in receipt of 15 hour and/or 30 hour funded places.

Early Years Funding for 2 year olds

Early years Funding is available for 2 year olds and is specifically for sessional care for children who meet government set criteria. Nightingale nursery does not accept 2 year old funding as all children can only attend the setting following their third birthday as shown in the table above.

Non-payment of fees

If you are experiencing difficulty in paying outstanding fees please communicate with us. We will aim to enter into an informal payment plan before proceeding to the formal debt collection process.

All Nightingale debts will be recorded and non-payment will be followed up by issuing reminders as outlined below.

- 7 days from the end of the half term in which childcare was provided – 1st reminder.
 - 22 days from the end of the half term in which the childcare was provided – 2nd reminder.
 - 37 days from the end of the half term in which the childcare was provided – final reminder at which stage the provision of childcare will be withdrawn.
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The final reminder will be sent by recorded delivery and threatens legal action if the account is not settled within 14 days.

After 14 days, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing. The debt may be referred to the County Legal Services, where appropriate.

Further information is contained in the school's bad debt policy which is available on request.

This policy was created and ratified by the Governing Board in:	May 2018
The policy owner is:	Nightingale Infant and Nursery School
This policy will be reviewed by the Governing Board in:	May 2019
Policy Version:	V1.2
Signed by the Chair of the Governing Board:	