



The Oak Partnership

Nursery Fees Policy

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

Nursery Fees Policy

Document Information

Information	
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1.TOP Nurseries

Little Herons Nursery is based on the site of West Monkton Church of England School and is open for 48 weeks of the year. The nursery usually closes for a 2-week period during the Christmas period and the last two weeks of August.

Woodlands Nursery is based on the site of Ruishton Church of England School and is open term-time only [38 weeks].

Collectively, Little Herons & Woodlands are referred to as 'TOP Nurseries' [The Oak Partnership Nurseries].

2.Fees

The Oak Partnership Trust operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening times and operational hours for the settings are 7:30am- 5:45pm.

Fees are based on the following cost per hour but are charged by the session [see below]

Two-year olds £7.16 per hour

Three-year olds plus £5.23 per hour

Session Times & Prices

Session	Session Time	Session Cost Two Years	Session Cost Three Years
Long Full Day	07:30 to 17:45	£73.39	£53.61

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Short Full Day 1	07:30 to 15:00	£53.70	£39.23
Short Full Day 2	09:00 to 15:00	£42.96	£31.38

Please note that the nursery Fees Policy will be reviewed on an annual basis.

The nurseries will make every effort to be flexible and accommodate any extra session requests that occur throughout the year, but unfortunately due to maintaining staff ratios this cannot always be possible.

3.Unplanned Closure of the Nurseries

TOP Nurseries reserve the right to close at short notice in the event of extreme severe weather conditions, pandemics, flood, fire, or any other critical incidents which affects the successful running of the nurseries or has an impact on the health and safety of children and staff. The nursery will keep parents updated via ParentMail or the website.

TOP Nurseries will not charge fees for bank holidays or inset days. Fees will be payable if the Nursery is forced to close or cannot open due to severe weather i.e. snow, as highlighted in our emergency procedure.

If a parent/carer is late to pick up their child, TOP Nurseries reserves the right to charge £3.50* per 15 minutes of delay. Please refer to the Non-Collection of Children Policy for more details. *This charge will be reviewed annually.

4.Additional charges are made for trips and outings.

Fees continue to be payable if a child is absent for sickness or any other reason including if holiday is taken during the Nursery term. In cases of prolonged absence of more than two weeks e.g. if your child is in hospital, parents/carers should consult our Nursery Administrator about fee payment.

TOP Nurseries requires a minimum of four weeks written notice of cancellation of a place at either nursery. Fees or early years entitlement will be payable during the four-week period.

Parent/carers will receive a termly bill if their child attends both term time and if they attend all year round.

Payment can be made by instalments either weekly, monthly or in one payment as per the invoice, or with arrangement at your convenience. Full payment must be received by the 'payment due date' indicated on the invoice.

If difficulty to pay arises, the parent/carer can speak to the administrator in confidence to discuss varying payment options and come to a mutual arrangement. Please refer to our non-payment policy on the following pages for further information.

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Parent/carers are asked to pay fees via Parent mail or using Tax-free Childcare or Childcare Vouchers. If payment is made via Tax-free Childcare or Childcare Vouchers, please advise the nursery administrator whenever a payment is made.

Child and Working Tax Credit can help towards paying the cost of childcare, to discuss eligibility please call the tax credits helpline: 0845 300 3900 or visit www.hmrc.gov.uk/taxcredits.

5.Early Years Entitlement [All Parents]

Early Years Entitlement is available for ALL children from the term following the child's third birthday until they go to school. Please ask the Nursery Administrator for further details if required.

To receive Early Years Entitlement a Parent Declaration form must be filled out fully and appropriately each term by the child's parent. A Child Registration form must also be filled out and accompanied with the child's birth certificate or other suitable document during the registration procedure and before the first terms funding can be claimed.

The three funding periods are:

- Autumn: 1st September -31st December
- Spring: 1st January- 31st March
- Summer 1st April – 31st August

Maximum Universal Entitlement per funding period for term time per child is as follows:

- Autumn: maximum of 210 hours
- Spring: maximum of 165 hours
- Summer: maximum of 195 hours

If your child is eligible for Universal Entitlement funding from Somerset County Council, the funding is offered as followed: Entitlement: 570 hours across the year (starts the term after their third birthday or 2YO funding)

- Maximum hours in a day: 10 (not before 6am or after 8pm)
- Maximum number of providers at any one time: 3

Maximum Extended Entitlement per funding period for term time per child is as follows:

- Autumn: maximum of 225 hours
- Spring: maximum of 165 hours

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- Summer: maximum of 237.5 hours

The total claim MUST NOT EXCEED 570 hours a year over all providers accessed.

If your child is eligible for Extended Entitlement from Somerset County Council, the funding is offered as followed:

- Entitlement: The funding period after the eligibility code is obtained AND confirmed
- Maximum hours in a day: 10 (not before 6am or after 8pm)
- Maximum providers at any one time: 3

Parents must re-verify their eligibility every 3 months or when prompted to ensure the funding entitlement is still applicable. If the Extended Entitlement ceases and the grace period has lapsed, an invoice will be issued for the hours in excess of the Universal Entitlement.

TOP Nurseries will receive the Early Years Entitlement directly once all the documents have been completed by the parent and returned to Nursery within the specific timescale given.

For children in receipt of Early Years Entitlement, our normal fees will apply for any hours or sessions attended by your child in excess of the funding. This may also apply if your child is attending another Early Years provision.

6. Working Families Funding Two-Year-Old

From April 2024 working parents of two-year-olds can access 15 hours of funded childcare per week for 38 weeks a year (a maximum of 570 hours per year).

For parents who have received a valid eligibility code, Somerset Council will pay for a place for up to 570 hours a year at a registered childcare provider. The offer can be 'stretched' so that fewer hours per week are taken over more weeks (15 hours is the maximum number of hours available per week).

Two-year-old Funding [Supported]

Families with 2-year-old children who claim certain benefits and meet the criteria can apply for funding for a childcare place. Somerset Council will pay for a place for up to 570 hours over a year at a registered childcare provider. For example, this could be 15 hours a week for 38 weeks or fewer hours for more weeks (15 hours is the maximum number of hours available per week). Children become eligible in the funding period after their second birthday.

2-year-olds can also get funded childcare if they:

- are looked after by the Local Authority
- have an Education, Health, and Care Plan (EHCP)
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

Further information, guidance and to apply, please visit [Homepage | HMRC Childcare Choices](#)

For children in receipt of Early Years Entitlement, our normal fees will apply for any hours or sessions attended by your child in excess of the funding. This may also apply if your child is attending another Early Years provision.

7.Ad -hoc sessions

Funding can only be used for contracted hours. Ad-hoc sessions outside of contractual hours are to be paid separately and in full.

Hot Meals

Additional charges will be made for breakfast, hot lunches and tea should you require this for your child. This will be added to your invoice. If you would rather, you can provide your own food for your child.

Breakfast - £1.50

Cooked Lunch - £2.30

Tea - £2.00

All snacks will be provided by the Nursery

8.Non-Payment

If fees are not paid as per the invoice date or as stated on the invoice, the Administrator with notify the parent/carer in writing. Please refer to the non-payment procedure on the following page.

Payment options are offered to parents, and they can pay monthly or otherwise, and the administrator must be made aware of your chosen payment option.

If invoices are not settled by the due date on the invoice, all outstanding debtors will be moved to the debtors list which is shared and reviewed each term with the Governing Body. Any consistent late or non-payments will result in your child's place at the Nursery being withdrawn. This will be confirmed in a letter from the Administrator and sanctioned by the Governing Body.

The administrator has the right to issue a formal warning to the parent/carer and inform them that continual overdue payment will result in their child's place at the Nursery being forfeited.

Parents/carers are encouraged to speak to the administrator if they have any query about the fee policy, or if for any reason, they are likely to have difficulty in making payment on time. Parent/ carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardizing their child's place at the nursery.

Legal proceedings will be made via the small claims court for any unpaid fees if payment is not made through previous payment request letters. Parents/carers will

receive a letter stating that legal proceedings have started. The letter will include the total amount of debt which is being pursued including an additional £50 for legal costs.

Non-Payment Procedure

Each child's attendance at TOP Nurseries is conditional upon continued payment of any necessary fees. The following procedure will be taken if a child's nursery fees fall in arrears from the date of the first invoice and no alternative arrangements have been agreed between Parent/Carer and administrator:

1. A letter of correspondence will be sent via post/email to parents informing them of the arrears and requesting contact with the administrator to pay the arrears.
2. If no contact is made seven days later a second letter will be sent informing them of the arrears again and the importance of contacting the administrator.
3. If no contact is made within a further seven days a third and final letter will be sent allowing them a final three days to contact them.
4. If no contact is made the TOP Nurseries reserves the right to suspend the child's place until the arrears are paid in full and seek legal action.

9.Termination of the contract:

TOP Nurseries 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.

Four weeks notice must be given to TOPS Nurseries to terminate a child's place, if written notice is not received four weeks fees will be charged, and Early Years Entitlement for the four weeks will be claimed.

Each child's attendance at the Nursery is conditional upon continued payment of any necessary fees. If payment falls four weeks in arrears or amounts to more than the Governors believes to reasonable, TOP Nurseries reserves the right to suspend the child's place until the arrears are paid in full.

