



The Oak Partnership

Nursery Fees Policy

Approved by The Oak Partnership Trust:

Agreed by FGB:

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.

Fees Policy

The Oak Partnership Trust operates a service that 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.

Little Herons and Woodlands nurseries are collectively known as 'TOP Nurseries' and are part of the Oak Partnership Trust.

Woodlands Nursery is a term-time only provision based within the grounds of Ruishton Church of England Primary. Woodlands is registered to accept children from 2 years of age.

Little Herons Nursery is adjacent to West Monkton Church of England Primary School. The nursery offers an extended year provision, operating for approximately 46 weeks of the year, and is registered to accept children from 2 years of age.

Little Herons Nursery closes for approximately two weeks during the Christmas period and also the last two weeks of August.

Both nurseries close on their respective school INSET days and all Bank Holidays.

Operational hours for both settings are 7:30 am and 5:45 pm.

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

Two-year-old children **£7.40 per hour**

Three-year-olds and over **£5.50 per hour**

Session Options & Prices

Effective from 01/09/2025

Session	Session Time & Duration	2 Year Olds	3 – 5 Years
Long Full Day	07:30 to 17:45 10.25 hours	£75.85	£56.38
Short Day 1	07:30 to 15:00 7.5 hours	£55.50	£41.25
Short Day 2	09:00 to 15:00 6 hours	£44.40	£33.00

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Fee Payment & Charges

Our Nursery Fee Policy is reviewed annually. However, due to the changing climate within early years childcare, TOP Nurseries reserves the right to amend our childcare fees and session structure within the academic year. We will ensure that parents/guardians are given one full term's advance notice period of any changes.

TOP Nurseries make every effort to be flexible and will endeavour to accommodate extra sessions where availability and staff ratios allow. Contact the setting manager to enquire about the availability of ad-hoc sessions and/or permanent contract changes. If your request is accepted, our administrator will process the change on Family, and, if required, an updated invoice will be provided.

Ad-hoc sessions, including additional sessions taken within holiday periods, are **exempt** from funding and will incur a full charge.

Nappies, wipes, creams, and sun protection are not included in our fees and must be **provided by the parent/guardian**.

TOP Nurseries require a minimum notice period of **four weeks** to cancel your child's place at nursery. Please email your child's setting with your requirements. Fees or entitlement funding for the early years will be payable during the four weeks.

Unplanned Closure of the Nurseries

TOP Nurseries reserves the right to close at short notice in the event of extremely severe weather conditions and events such as pandemics, floods, fire, plus any critical incidents that affect the successful running of the nurseries or harm the health and safety of children and staff. The nursery will keep parents updated via Family or the website.

TOP Nurseries does not charge childcare fees on bank holidays or INSET days. Nursery fees will remain payable if the nursery is forced to close or cannot open, as detailed above.

Child Absence

Fees remain payable in full if your child is absent due to illness, sent home from nursery unwell, or for any other reason, including if your child is taken out of nursery for holiday purposes. In cases of long-term absence, e.g, if your child is hospitalised, parents/guardians should contact our nursery administrator to discuss on a case-by-case basis.

We do not offer a swap/alternative session for any missed sessions

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Early Arrival & Late Collection

Both early arrivals to the nursery and late collection of your child from the nursery will incur additional fees, and we reserve the right to charge £5.00 per 15 minutes. Therefore, please ensure you are fully aware of the start and finish session times your child is contracted to attend.

Meals

Our nurseries offer the option of meals provided by the nursery for an additional cost.

Breakfast - £1.70 per meal

E.g., Cereal selection, toast, fresh fruit, etc

Cooked Lunch - £2.55 per meal

The menu and booking form will be provided on Family via your newsfeed on a termly basis.

Light Tea - £2.20 per meal

E.g., Pasta & sauce, baked beans on toast, salad items, fresh fruit, etc

If preferred, parents are welcome to provide a suitable packed lunchbox meal for their child. Please refer to our Nursery Nutrition & Health Policy for further guidance.

Healthy snacks are provided free of charge.

Breakfast and Light Tea charges will be invoiced alongside your childcare fees on a termly basis and will be clearly itemised on your invoice. Cooked lunches will be invoiced separately.

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Childcare Fees Payment

Childcare fees are invoiced on a termly basis, comprising of three terms per academic year: Autumn, Spring & Summer.

Autumn Term: 1st September - 31st December {Expect invoice at the end of August}

Spring Term: 1st January – 31st March {Expect invoice at the end of December}

Summer Term: 1st April – 31st August {Expect invoice at the end of March}

Your child's termly invoice will be available via your Family App shortly before the next payable term. Payments are made via your Family App. Additional childcare will be invoiced on an ad-hoc basis throughout the term. Payment due dates will be clearly stated on your invoice.

Accepted Payment Methods

Payments within Family can be made by setting up a Direct Debit or a credit/debit card.

We accept childcare vouchers; contact us to check that we are registered with your chosen provider. We also accept Tax-Free Childcare. If you would like to make a payment of either vouchers or tax-free childcare, contact our nursery administrator, who will assist you.

Non-Payment

If difficulties with paying your nursery fees arise, the parent or guardian should contact the nursery manager or administrator immediately to discuss various payment options.

If invoices are not settled by the due date stated 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/guardian to confirm that continual overdue payment will result in their child's place at the Nursery being forfeited.

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

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If payment is not received by the stated date, your child's hours will be immediately reduced to funded hours only. The nursery administrator will contact you to confirm if this action has been necessary.

Non-Payment Procedure

Each child's attendance at a TOP Nursery 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. Correspondence will be sent via the Family App to inform parents/guardians of the outstanding amount, alongside a request to make payment or contact the administrator if payment cannot be made within seven days.
2. If no payment is made within seven days and there has been no contact, a formal letter will be sent informing of the arrears, reiterating the importance of contacting the administrator.
3. If no contact is made for a further seven days, a final letter will be sent allowing a final three days to contact the administrator.
4. If no contact is made, TOP Nurseries reserves the right to suspend the child's place until the debt has been paid in full and to seek legal action.

Termination of 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.

We require a four-week notice period to terminate your child's place at the nursery. 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 all necessary fees. If payment falls four weeks in arrears or amounts to more than the Governors believe to be reasonable, TOP Nurseries reserves the right to suspend the child's place until the arrears are paid in full.

Legal proceedings will be made via the small claims court for unpaid fees if payment is not made following a payment request letter. Parents/guardians will receive a letter stating that legal proceedings have started. The letter will

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include the total amount of debt being pursued, including an additional £50 for legal costs.

Early Years Entitlement Funding

Universal Entitlement

The Universal Early Years Entitlement is available to all children aged 3 & 4 years. Although this is often known as 15 universal hours of funding a week, it refers to 15 hours a week during school term time, which equates to 570 hours per year.

Where a TOP Nursery offers an extended provision, 570 hours are 'stretched' or distributed over the year. At Little Herons, this equates to approximately 12 hours and a week for 45 weeks.

If my child turns 3 years old between;	I can access their funded hours from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

Eligible Working Families Funding

Children aged 9 months to 4 years [*Please note that both Little Herons & Woodlands Nurseries are registered to accept children from two years of age*]

From September 2025, 15 hours of funding for eligible working families will expand to 30 hours, meaning eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months until they reach school age. If you currently receive 15 hours for working families, reconfirm as usual, and the code will work for the 30-hour offer in September, provided you remain eligible. This equates to 1140 hours per year.

Term-Time Contract: 30 hours per week for 38 weeks

Extended Year Contract: 24 hours per week for 45 weeks [stretched offer]

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Working Parents Funding Information

If you live and work in England, you may be entitled to 30 hours of funded childcare support from the term after your child turns 9 months old, until they start school.

Your age	Yearly	3 months	Weekly
21 and over	£10,158	£2,539	£195
18 to 20	£8,320	£2,080	£160
Under 18 or an apprentice	£6,281	£1,570	£120

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- at work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status

If you are not eligible for the working parent offer, you will still receive the **3 and 4-year-olds funding** from the term after your child turns 3 until they start school. This is irrespective of your income level, benefit status, or family circumstances.

You may be entitled to supported funding for children from 2 years of age if you receive some additional forms of support. Please contact your local council in the first instance to check eligibility. If eligible, you should still apply for the working parent entitlement, but you will receive 15 hours from each scheme (up to a maximum of 30 hours in total).

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Your earnings

Over the next 3 months, you and your partner (if you have one) must each expect to earn at least:

- £2,539 before tax if you're aged 21 or over (equivalent to £195 per week)
- £2,080 before tax if you're aged 18 to 20 (equivalent to £160 per week)
- £1,570 before tax if you're under 18 or an apprentice (equivalent to £120 per week)

This is equivalent to the National Minimum Wage or Living Wage for 16 hours a week, on average.

You can earn up to £100,000 **adjusted net income** per year and be eligible. If you or your partner has an expected adjusted net income over £100,000 in the current tax year, you will not be eligible.

You can use an average of how much you expect to earn over the current tax year if:

- You work throughout the year but do not get paid regularly
- You're self-employed and do not expect to earn enough in the next 3 months

If you have a partner who lives with you, they must also earn between these two amounts.

If you're self-employed and started your business less than 12 months ago, you can earn less and still be eligible for funded childcare for working parents.

If you have more than one job, you can use your total earnings to work out if you meet the threshold. This includes:

- earnings from any employment
- earnings from any self-employment

If you're both employed and self-employed, you can use just your self-employment income if this would make you eligible. For example, if you expect your average self-employed earnings over the tax year to be more than you'll get over the next 3 months as an employee.

Certain types of income will not count towards the minimum amount you must earn to be eligible. These include:

- dividends
- interest
- income from investing in property
- pension payments

- contribution-based Employment and Support Allowance

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Reconfirmation

Funding codes need to be reconfirmed every three months. Remember to log in to your childcare account on GOV.UK to check when your reconfirmation dates are required, so that you can renew your code on time. You will also receive reminders from HMRC when it is time for you to reconfirm.

If you do not renew your code by your reconfirmation deadline, you may be able to keep your child's childcare for a short time; this is referred to as a grace period. Your provider can inform you if you are in a grace period.

IMPORTANT - It is the responsibility of each parent/guardian to renew their eligibility every 3 months. If the funding entitlement ceases and the grace period has lapsed, an invoice will be issued for the hours above the Universal Entitlement.

TOP Nurseries will only apply funding to your childcare invoice once we have received **all of the required legal documentation** as listed below.

Documentation Required





- **Child's Birth Certificate or Passport**
- **Funding Consent Form**
- **Somerset Council Child Registration Form [non-digital signature only]**

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.

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

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Review of policy

Policy review date	Any updates made	Signature
09/09/2021	None	
04/04/2022	Change to hourly charge taking effect September 2022	
16/01/2023	None	
18/9/24	NONE	

Signed Early Years Strategic Lead :



Print: Gemma Maxwell

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