



## Fees and Charging Policy

The following Terms and Conditions are effective from 1<sup>st</sup> May 2023

### Aims:

Bognor Regis Nursery School aims to provide affordable high quality childcare which is integrated with education. The Daycare element of the provision aims to provide a Charging Policy which meets the needs of parents, while ensuring that the service remains financially viable.

### Childcare Fees 0-3 year olds:

Session Times	Includes	Cost
8.00am – 1.00pm	Breakfast and Lunch	£32.00
8.00am – 4.30pm	Breakfast, Lunch and Tea	£53.00
8.00am – 6.00pm	Breakfast, Lunch and Tea	£63.00
8.00am – 5.00pm	Breakfast, Lunch and Tea (Wednesday 5pm closure)	£57.00
1.00pm – 4.30pm	Tea	£22.00
1.00pm – 6.00pm	Tea	£32.00
1.00pm – 5.00pm	Tea (Wednesday 5pm closure)	£26.00

### Childcare Fees 3-5 year olds:

Session Times	Includes	Cost
8.00am – 9.00am	Breakfast	£8.50
9.00am – 12.00pm		£17.00
12.00pm – 1.00pm	Lunch	£8.50
1.00pm – 4.00pm		£17.00
4.00pm – 6.00pm	Tea	£12.00
4.00pm – 5.00pm	Tea (Wednesday 5pm closure)	£6.00
8.00am – 6.00pm	Breakfast, Lunch and Tea	£60.00
8.00am – 5.00pm	Breakfast, Lunch and Tea (Wednesday 5pm closure)	£54.00

### Daycare Agreement

The Nursery and family will sign an agreement for their child to attend a set number of sessions a week. Funded children will attend term time only. Fee paying children may attend all year round. The Orchard Room and extended services of the Nursery School are closed each year for 10 closure days, 5 Inset days and all statutory public holidays; you will not be charged for these days.

### Deposits

Parents are asked to pay a non-refundable administration fee of £15 plus a security deposit of two weeks' fees before their child starts. It is explained to parents that this deposit does not count towards the first month's fees and will be held until their child leaves the Nursery and taken off the final bill. The security deposit will be kept in the case of unpaid fees. This deposit is non-refundable should the parents decide not to take up the place. This is because a place will need to be kept free until they start.

## **Fees**

Nursery fees are payable one month in advance on a non-refundable basis for absences (planned or unplanned). Nursery invoices are sent out electronically on the 19<sup>th</sup> day of the month and payment is expected by the 1<sup>st</sup> day of the next calendar month. Payment can be made by cash, card, electronic bank transfer, tax-free childcare or childcare vouchers.

Parents will be charged for sessions even if a child does not attend, for example, due to illness or holidays. We require one month's notice in writing (email will suffice) to reduce or stop your childcare sessions completely. Your deposit will be held until final settlement is made.

Any changes made to session fees, made less than 2 weeks in advance incurs a £5 administration charge.

A copy of this policy is enclosed with the Agreement that all parents/carers must sign, and return to the Nursery School along with a deposit of one month's fees, before starting sessions. This deposit is retained until the child leaves Nursery (in case the child leaves Nursery with unpaid fees) and does not count towards their first month's fees. This also includes parents who request regular extra sessions after they have taken up their Nursery place or at any other point during the Nursery year.

## **Financial Difficulties**

It is understood that some parents/carers may experience financial difficulties and we would like to work together to minimise disruption to the child's care and education. Parents/carers experiencing financial difficulties should discuss this with the Business Manager, as early as possible, in order to reach an arrangement regarding payment of fees.

## **Late Collection Fee**

We expect parents/carers to collect their children promptly at the end of their session to ensure minimum staffing ratios are maintained at all times. If a parent fails to collect on time a member of staff will attempt to make contact with a parent or carer by phone with the expectation that they collect their child as soon as possible. If a child is collected late, then staff may have to stay on beyond the end of their shift to ensure the correct ratios of staff. If a child is not collected within 10 minutes of the end of the session the child will be taken through to join the lunch or tea session and the parent will be reminded of the session finishing time and advised that they will be charged for the cost of the next session, plus a £5.00 administration fee.

At the end of the day, if a child has not been collected after 10-15 minutes, a senior member of the Orchard Room team will try to contact the parent by telephone. Pick up any time after 6pm (5pm on Wednesdays) will incur an automatic charge of £20.

## **Late Payment Charges and Procedure**

- If fees are not paid by the first day of the month, parents and carers will receive a reminder via email 2-3 days after payment is due and will incur a £5 late fee;
- If a parent/carer has not paid their bill by the 10<sup>th</sup>, a member of the administration staff or a member of the SLT who knows the family well, will make a sensitive query to discuss when a payment can be expected. Depending on the reasons for the failure to pay, a number of options may be taken (e.g. an agreed repayment plan; a reduction of childcare sessions, funding through college, Care2learn, etc.)
- If nursery fees remain unpaid for a second month with no reasonable explanation, childcare sessions will cease, to avoid placing the parent into significant debt. Where possible, the childcare place will be held until the fees are paid in full, at which time parents may restart childcare sessions. This cannot be guaranteed however, as the nursery must maintain high capacity to cover running costs.
- At the point of a child's departure from nursery, any unpaid fees will be deducted from the initial deposit. If unpaid fees are in excess of the deposit, again, parents will be solicited for payment. If

parents/carers fail to pay unsettled bills their details will be passed to West Sussex County Council Litigation Department for the collection of outstanding payments.

### **Nappies and Wipes**

Parents are requested to supply nappies and wipes for their children if they still need them. If these are not provided you will incur an additional charge on your invoice. For current charges please speak to the School office.

### **Absences**

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the School Leaders' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalization. However, for absences up to 5 days all sessions must still be paid for. If your child is absent for more than ten days, you have not contacted us and we have been unable to contact you, we will assume you no longer require the place with immediate effect and you will be charged for any outstanding fees. With our responsibility to safeguard all children we will continue beyond this time to try and make contact to establish the welfare of the child and family.

### **Policy Review**

The Fee Policy will be reviewed in July each year, however we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families in writing.

**Date: Autumn 2023**

**Review: Summer 2024**