



At Junior's Day Nursery, we believe in open communication with all parents/carers and staff and are therefore presenting this fee's policy in order to ensure that everyone fully understands our charging structure. Our fee structure is fully inclusive of all drinks and snacks, all meals relative to the session attended, nappies and wipes. We are open for 51 weeks a year, closing on Bank Holidays. Our Christmas break will be for 1 week plus the Bank Holidays. In addition, we reserve the right to hold 2 inset staff training days each year, advance notification will be given of the dates. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

## FEES

Fees are payable monthly in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in September of each year, or in the event of any changes to the Code of Practice or any unforeseen events. Any changes to current rates will be advised in writing, at least one month in advance.

FEES	FULL DAY 8.00-6.00	SESSION 8.00-1.00 or 1.00-6.00
TEENIES 3mths - 2yrs	£83.00	£52.00
TODDLERS 2 - 3yrs	£83.00	£52.00
PRE-SCHOOL 3yrs+	£80.00	£51.00
<b>EXTRA SESSION - PAID ON THE DAY</b>		
UNDER 3'S	£83.00	£52.00
OVER 3'S	£80.00	£51.00

Fees will be the responsibility of the person named on the registration form. Full time places are charged for only 50 weeks, otherwise fees are calculated on the basis of the weekly charge for the number of sessions attended, multiplied by 51 (weeks) and then divided by 12 (months) to create a fixed monthly charge.

Prices quoted per child are for a full day (8.00am - 6.00pm), or a session (8.00am - 1pm or 1pm - 6.00pm). Extra sessions or full days (if available) outside the contracted weekly sessions must be paid for on the day or in advance. Please see below.

Six weeks written notice is required if you no longer require your nursery place, or wish to withdraw your child from the nursery, or reduce attendance. Fees are payable during this notice period. Fees are also payable if there is any delay taking up the nursery place once the place has been confirmed to you in writing.

Session reductions require at least six weeks notice in writing and will only be accommodated from the 1st of each month.

## ILLNESS/ABSENCE

No refund will be given in the event of a child's absence due to illness, holidays, bank or public holidays, closure due to bad weather or any other reason.





## **EXTRA SESSIONS**

All requests for extra sessions must be made via email at [cranbrook@juniorsdaynursery.co.uk](mailto:cranbrook@juniorsdaynursery.co.uk). Payment is required by either bank transfer or using the HMRC tax free childcare payments before the session. If payment is not received, we will automatically alter the next month's direct debit to include the outstanding payment.

## **LATE PICK UP**

Children must be collected promptly at the end of the session. Should a parent fail to collect their child by the end of the session, you will be asked to sign the 'late book' and a late collection fee of £15.00 will be charged, and a further £15.00 for every 15 minutes thereafter.

## **LATE PAYMENTS**

Fees are payable in full and in advance, on the first working day of each calendar month to which they relate, by Direct Debit, Standing Order and/or childcare voucher. We are unable to accept cheques. Payment of fees is the responsibility of the signatory parent/carer named on the application form. A late payment fee of £10 per day will be charged on fees which are 10 or more calendar days overdue. Please note that you will be liable to pay full fees in the event that funding is not authorized by KCC due to funding being claimed by another setting or if you are no longer eligible to claim the extended funding. We reserve the right to refuse entry to a child whose fees are 15 or more calendar days overdue and to terminate their registration. Legal action will be taken where necessary to ensure recovery of all outstanding fees.

If you are experiencing financial hardship please speak, in confidence, to the nursery manager so alternative payment arrangements can be made. If without negotiation, fees are not settled we are left with no alternative but to withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of the Free Early Education Entitlement will not be able to access additional fee paying hours until any outstanding fees are settled.

## **PAYMENT METHODS**

By Direct Debit collected on or around the 1st of the month that they relate to. We do also accept childcare vouchers or HMRC tax free childcare payments with prior agreement.

## **FREE EARLY EDUCATION ENTITLEMENT – 3 & 4 Year Olds**

Please see table below on the Free Early Education Entitlement (FEEE) and how your child can access their hours at Junior's Day Nursery and the associated costs for additional hours. You will be invoiced in the usual way. You will receive notification in advance of your child becoming eligible for the free entitlement. For further information please speak with the Management team and visit

[http://www.kelsi.org.uk/curriculum\\_and\\_pupil\\_learning/early\\_years/free\\_entitlement\\_3-4yrs.aspx](http://www.kelsi.org.uk/curriculum_and_pupil_learning/early_years/free_entitlement_3-4yrs.aspx) or [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for more information.

## **3 & 4 YEAR OLDS OF WORKING PARENTS (THE EXTENDED ENTITLEMENT)**

Parents must apply for the extended entitlement through the digital childcare service. HMRC is responsible for checking whether a parent is eligible and issuing an 11 digit eligibility code.

Unlike the universal entitlement, which only has an age criterion, parents also need to meet income requirements in order to qualify for the extended entitlement. Parents should be encouraged to apply to HMRC the term before their child meets the age criterion in order to ensure they can access a place at the start of the term after their child's third birthday. If not, they will need to wait until the following term to access their 30 hours place.

In order to offer the hours Junior's Day Nursey will have to validate the 11 digit code with Kent County Council. To do this we will need the code and parent's national insurance numbers.

## **2 YEAR OLDS**

Free for 2 funding is available at Junior's Day Nursery providing that the family meets the requirements set out by Kent County Council. These places are offered on a termly basis and are subject to availability. Please speak with the Management team for further information on accessing these places and visit

[http://www.kelsi.org.uk/curriculum\\_and\\_pupil\\_learning/early\\_years/free\\_entitlement\\_2\\_yrs.aspx](http://www.kelsi.org.uk/curriculum_and_pupil_learning/early_years/free_entitlement_2_yrs.aspx).





## FREE EARLY EDUCATION ENTITLEMENT & ADDITIONAL FEES: EXTENDED ENTITLEMENT (30HOURS)

A child is eligible for the Free Early Education Entitlement (FEEE) in line with the Department for Education table below:

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 APRIL AND 31 AUGUST	Start of term 1, in September, following their 3rd birthday
1 SEPTEMBER AND 31 DECEMBER	Start of term 3, in January, following their 3rd birthday
1 JANUARY AND 31 MARCH	Start of term 5, in April, following their 3rd birthday

Each child will be funded to a maximum of 15 hours each week, or 30 hours for working parents who meet the criteria, of not less than 2.5 hours per day or no more than 10 hours per day. Funding is only available for 38 weeks each year. Currently these 38 weeks are in line with Kent County Council school term dates.

At Junior's Day Nursery the FEEE and extended entitlement hours are offered in the following formats. Children wishing to attend for the duration of free entitlement of 15 hours only can do so between 2.30pm and 5.30pm Monday to Friday term time only, and for 30 hours only from 8am – 11am and 2.30pm – 5.30pm, Monday to Friday, subject to termly availability.

On occasion different fully funded hours will be offered at the managers discretion and will be reviewed on a termly basis.

FULL DAY	7.5 hours FEEE plus an additional fee of £45.88
MORNING SESSION	3 ½ hours FEEE plus an additional fee of £35.08
AFTERNOON SESSION	3 ½ hours FEEE plus an additional fee of £35.08

Children attending non-funded days/session in addition to their Free Entitlement will be charged at our current rates shown in the table above. You will be invoiced in the usual way. Termly funding will be equalled out over 4 months and deducted from your monthly fee. This enables the monthly fees to stay the same for the term. For more information please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) If you would like further clarification on any of the points above, please speak with the Nursery Manager.

THIS POLICY WAS ADOPTED ON	SIGNED ON BEHALF OF THE NURSERY	DATE FOR REVIEW
JANUARY 2021	HARRIET O'BRIEN	January 2022
APRIL 2022	EMILY FAWCETT	APRIL 2023
SEPTEMBER 2022	EMILY FAWCETT	SEPTEMBER 2023
JULY 2023	EMILY FAWCETT	JULY 2024