



Charging Policy

This Charging Policy forms part of the contract between the Parent/Carer (“**you/your**”) and Chapel Gate Day Nursery (the “**Nursery**”).

The Nursery operates a Day Nursery, Pre School and School Day for the Parents/Carers in the local community. We aim to provide a high quality, safe and stimulating environment that provides a service that is good value for money.

1. Opening times and Fees (Monday to Friday)

A minimum of 2 sessions is required. One full day equates to 2 sessions

Session Type	Session Times	Cost	
Full Week	8.00am-6.00pm	£ 210	Including food
Full Day	8.00am-6.00pm	£46.00	Including food
Morning	8.00am-1pm	£27.00	Including food
Afternoon	1pm-6pm	£25.00	Including food
School Day	8.30am-3.30pm	£38.00	Including food
Hourly Rate		£5.10 per hour	
*Holiday Club (School Holidays)	8.00am-6.00pm	£4.25 per hour	
Under 2's Full Week	8.00am-6.00pm	£ 220	Including food
Under 2's Full Day	8.00am-6.00pm	£48.00	Including food
Under 2's Morning	8.00am-1.00pm	£30.00	Including food
Under 2's Afternoon	1.00pm-6.00pm	£27.00	Including food
Under 2's School Day	8.30am-3.30pm	£41.00	Including food

**Holiday Club @ £4.25 per hour is available to children who access the 30 hours' free government funding option only (please see section 2 below).*

2. Free Early Education for Two, Three and Four Year Olds (“free entitlement”)

For an eligible child, the free entitlement consists of **30 hours** of **FREE** early education across 38 weeks a year (term time) or 22.5 hours across 51 weeks (stretched funding). A child becomes eligible the term following their third birthday. For parents of children accessing additional hours above the free entitlement, our normal hourly rate of **£5.10** will apply. Please note that sessions missed due to holiday or sickness cannot be carried forward.

As you can now opt for either 22.5 or 30 hours of free funding a week, we have created specific sessions to cater to these hours.

Our session times for term time funding (30 hours a week for 38 weeks) are:

8.00am – 6.00pm x 3 days
 8:00am – 2:00pm x 5 days
 8.00am – 3:30pm x 4 days
 12:00pm – 6:00pm x 5 days

Our session times for stretched funding (22.5 hours a week for 51 weeks) are:

8.00am – 6.00pm x 2 days
 8:00am – 1:30pm x 4 days
 8.00am – 3:30pm x 3 days
 12:30pm – 6:00pm x 4 days

2.1 Funding Policy

For more information on the free entitlement, please see paragraph 7 below.

3. Booking Fees

Service	Fee	Additional Services Included	Notes
Registration Fee	£25	Included is an embroidered Chapel Gate Day Nursery Sweatshirt and Polo	Excludes those who only access the free entitlement
Deposit	£75	Refundable if no outstanding balance remains at the end of your child's registration	4 weeks' notice of your child's departure is required
Snack (each)	75p	N/A	For those who access the free entitlement and Holiday Club
Breakfast	£1.25	N/A	A choice of a healthy range of cereals, toast and milk Chargeable to funded places
Hot Lunch	£3.25	N/A	Included in the Full Day, School Day and Morning Fee Chargeable to funded places
Tea	£2.25	N/A	Included in the Full Day and School Day Fee Chargeable to funded places
Hourly rate	£5.10	N/A	N/A

3.1 To secure an offered place a registration fee of £25 and a refundable deposit of £75 is required.

- 3.2 If a place is needed at short notice, please the Nursery as soon as possible and we will strive to meet your requirements.
- 3.3 A late collection fee of **£5 per fifteen minutes** will be charged for late collection of children between the hours of 12pm-6pm. Collection after 6pm will incur a late collection fee of **£15 per fifteen minutes**.
- 3.4 All fees include recourses and activities. Any planned trips are optional of which you will be notified in advance. There may be additional charges for planned trips.
- 3.5 Sibling Discounts: A 10% discount is offered to the youngest child, as long as two or more siblings remain at the Nursery.

4. Holiday and Sickness

- 4.1 The Nursery is closed for Bank Holidays and during the Christmas-New Year week.
- 4.2 Your child is eligible to two weeks' holiday a year, in which a retention fee equalling just 50% of your child's normal weekly fee is due. I.e. Joe is two and attends the Nursery for three full days, paying **£132** per week. Therefore, during a holiday period, you would only pay a retention fee of **£66** per week. We require four weeks' written notice of any holiday periods for the 50% discount to apply.
- 4.3 Unfortunately, we cannot refund fees due to holidays or sickness.

5. Invoicing and Payment

Period of Care	Invoice Date	Payment Due
1 st January – 31 st January	15 th December	1 st January
1 st February – 28 th February	15 th January	1 st February
1 st March – 31 st March	15 th February	1 st March
1 st April – 30 th April	15 th March	1 st April
1 st May – 31 st May	15 th April	1 st May
1 st June – 30 th June	15 th May	1 st June
1 st July – 30 th July	15 th June	1 st July
1 st August – 31 st August	15 th July	1 st August
1 st September – 30 th September	15 th August	1 st September
1 st October – 31 st October	15 th September	1 st October
1 st November – 30 th November	15 th October	1 st November
1 st December – 31 st December	15 th November	1 st December

- 5.1 Fees are non-refundable due to sickness and holiday. One months' notice in writing or payment in lieu of notice is required if you wish to withdraw your child from the Nursery or reduce their sessions significantly.

- 5.2 Where possible we will be flexible to accommodate changing needs, so if sessions need to be changed or extra sessions are required please contact the Nursery as soon as possible.
- 5.3 All fees must be paid in full by its relevant Payment Due date. Payments can be made by cheque (£2 handling fee), childcare vouchers, standing order or by bank transfer. If payment is made by cash, it is your responsibility to obtain a receipt from the Nursery as proof of payment. Returned cheques incur a fee of £25 per cheque.
- 5.4 Invoices for fees are payable in advance by the first day of each month. In the event of the first day falling on a weekend or bank holiday, the fees will be due on the first working day following the 1st of the month.
- 5.5 The Nursery reserves the right to discontinue the provision of its services to you / your child whilst any fees and/or additional charges remain unpaid.
- 5.6 If fees are unpaid the following procedure will take place:
- 5.6.1 An email from Management requesting payment of outstanding fees will be sent to parents three days after the fees are due; then
 - 5.6.2 A second email from Management requesting payment of outstanding fees will be sent to parents five day after fees are due. The relevant late payment charges will be applied from the date the fees are due if payment is not received by 6pm on the fifth day; then
 - 5.6.3 If the fees remain unpaid and no attempt to contact Management to discuss a repayment plan is made, you will forfeit your child's place at the Nursery.
- 5.7 The Nursery reserves the right to make late payment charges to outstanding invoices as follows:
- 5.7.1 £5 per day for the period of time the debt remains outstanding; and
 - 5.7.2 an administrative charge of £25.
- 5.8 You agree that the Nursery will be able to recover any costs incurred in the recovery of late or unpaid fees. Such costs will include, but not being limited to, legal fees and court fees.
- 5.9 Any cheques will not be considered as payment until cleared. Returned cheques incur a fee of £25 per cheque.

- 5.10 Missed days cannot be reimbursed as every day has a certain number of staff allocated for a specific number of children. However, additional attendances are welcome if sufficient notice is provided.
- 5.11 You are required to correctly complete the appropriate Voucher Scheme Documentation in respect of your child and to provide the appropriate authorisation to the relevant body that ensures payment by the first day of each month in advance of monies due to the Nursery.
- 5.12 Our Nursery is open 51 weeks a year, during which time full fees are payable. We are not open on Bank Holidays and subsequently do not charge for them.

6. Termination of the Contract

- 6.1 The Nursery reserves the right to terminate this contract immediately in the event of unsuitable behaviour of parents, carers/child or non-payment of fees following in accordance with the non-payment procedure detailed in paragraph 5.6 above. In any other circumstance, The Nursery will provide you with 4 weeks' written notice.
- 6.2 You are requested to provide 4 weeks' written notice of your desire to terminate, or significantly modify, your contract with the Nursery. If written notice is not received, but you still remove your child, then 4 weeks' fees will be payable, without offset.

7. 2, 3 and 4-Year-Old Funding Terms and Conditions

- 7.1 Children aged two to four are entitled to claim up to 30 funded hours per week for 38 weeks per year or 22.5 hours per week for 51 weeks as part of their free entitlement.
- 7.2 The Local Authority split the 38 funded weeks' into three terms. They do this to match the school terms in the area as closely as possible.
- 7.3 A minimum of 2.5 hours and a maximum of 10 funded hours can be taken in any one day (maximum of 7.5 hours if using term time funding). This is set by the Government and applies to all Nurseries. However, Nurseries can set their own hours within these limits.
- 7.4 The free entitlement can be split over a maximum of two nurseries and you need to declare on the Parental Agreement Form whether funding is to be split across two nurseries or not. Every nursery a child attends will require a completed Parental Agreement Form on a termly basis.
- 7.5 If a Parent/Carer on term time funding wishes to top up additional hours on any funded day, these extra hours will be charged at our normal hourly rate.

- 7.6 Additional sessions attended above the funded hours permitted will be charged at the rates in paragraph 1 above.
- 7.7 The funding allowance does not include food/snacks consumed during the funded days and this is charged separately. However funded children have the option of bringing their own food/snack during their funded day. To ensure the wellbeing of all children, the Nursery will automatically provide meals and charge accordingly unless the Parent/Carer specifically requests they wish to provide their own foods.
- 7.8 Term time funding does not apply to holiday periods as listed in the school academic calendar (half term / Easter / Christmas and Summer). Attendance during holiday periods will be charged at normal daily rates.
- 7.9 The Nursery will invoice you on the 15th of each month and will detail how your funding has been allocated.
- 7.10 Funding cannot be recovered for short-term sickness or holiday. However, the Nursery will consider long-term illness on a case-by-case basis. Please ensure you contact the Nursery if your child is ill so that it may be recorded in the register. Practitioners will contact you by 10:00am if no call has been made to the Nursery.
- 7.11 Parents have a responsibility to use all the funded hours they applied for on a regular basis and regular non-attendance for reasons other than holiday or sickness may result in funding being withdrawn.
- 7.12 The Nursery requires 4 weeks' written notice should you decide to take your child out of the Nursery or reduce their hours. If 4 weeks' notice is not obtained, the Nursery will retain 4 weeks funding in lieu of notice as per the Local Authority guidance.

8. Working Tax Credit

If you receive working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and customs (HMRC) website www.hmrc.gov.uk/taxcredits.

9. Changes to this Policy

We will notify you in writing of any changes to this policy. You have four weeks from the date of the amended policy coming into force to inform the Nursery of any objections. After that time, your agreement to changes made to this policy will be deemed to be given.