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 Nursery Manager

**4.12 Fees Paying Policy**

**Policy statement**

At Wakoos we understand that the cost of registered childcare may seem expensive to a parent. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and the sustainability of the nursery, we must ask that parents respect our fees paying policy.

1. - **Fees are due at the start of each month and must be paid within 10 days of receiving your bill in advance of the childcare provided**. This applies to all payment methods, including Childcare Vouchers. If necessary individual payment arrangements can be negotiated.

-If your fees are not cleared by the start of the following month, we reserve the right to refuse your child entry to the setting until your fees are paid in full.

1. - Fees can be paid, cash, online banking, cheque (made payable to “Wakoos Centre4Children Ltd”) or Childcare Vouchers.
2. - Fees are payable 51 weeks a year.
3.
4. -The nursery closes for one week during the year; at Christmas. We are shut for bank holidays and staff training. You are not charged for these periods.
5. -Non-attendance due to holiday, illness or other reasons will be charged for.
6. -Sessions cannot be swapped, any extra sessions will be charged for.

-If your child attends the nursery you are entitled to two weeks holiday at 50% (for example if you attend nursery 2 days a week you will be entitled 4 days holiday). **Breakfast, After School and Holiday Club DO NOT receive the holiday discount.**

1. -You enter a contract with the Nursery when a starting date is agreed. Your agreement to our terms and conditions is legally binding.

-It is the bill payer’s responsibility to ensure their account is clear before the child leaves the setting.

1. - Please inform the Manager if you have difficulties in paying your fees. Failure to meet payments will result in the termination of the Nursery place.

**Late payment/ Non-payment of fees procedure**:

* After one month of non-payment or late payment, you will receive a written reminder of the contract.
* If after another month of no payments we will send you another letter requesting payment and the possibility of your child’s place will being suspended, and your child will be unable to attend the nursery until fees are paid in full. (Children eligible for 15/30 hours universal free childcare will be able to attend their funded sessions only).
* If following this we still do not receive payment we will attempt to recover the payment before involving outside agencies to recover the debt.

Legal advice will be sought to recover the debt and all costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.

Help with childcare costs:

The <https://www.gov.uk/> website is another useful source of advice.

1. - Educational Grant for 3 and 4 year olds: for all parents

Nursery grant funding is available for all 3 and 4 year olds from the term following their third birthday. With a nursery place, this funding is term time only (38 weeks). This grant is claimed by and paid to the nursery, and this is then discounted from your weekly rate. The nursery will ask parents to sign a form to confirm their grant. Extended 30 hours funding needs to be claimed for every 3 months by the parent and will be checked by WSCC for eligibility.

-2 Year Old Funding

This may be available to you – you will need to meet certain criteria set out by the government – please look on the Gov website to see if you qualify. <https://www.tax.service.gov.uk/childcare-calc/>

1. - Childcare Vouchers: for working parents

Employers offer these schemes as a salary sacrifice scheme. Even if your employer does not currently have a scheme set up, in most cases they should be able to do so. Childcare vouchers are exempt from National Insurance contributions on the first £55 you earn a week; tax is only paid on the remainder of the income. This may affect your entitlement to other benefits if you receive any, so you should check this out first. For more information, speak to your employer about which scheme they offer. The nursery accepts a wide variety of Childcare Vouchers.

1. - Working Tax Credits: for working parents

Parents currently working more than 16 hours per week may qualify for Working Tax Credit, which includes a childcare element designed to help towards the cost of childcare. This can be up to 70% of eligible childcare. Call the Tax Credit Helpline on 0845 300 3900 for more information on how much you may be eligible for, or go to http://www.hmrc.gov.uk/taxcredits and use the Tax

Credits Calculator for an estimate of help you may receive. You need to keep HMRC up to date with any changes in your circumstances.

For students: there are a variety of different schemes available. These include:

1. - Free Childcare for Training and Learning for Work: this is aimed at out of work parents who have a partner who is working. For more information call the Learner Support helpline on 0800 121 8989.
2. - Care to Learn: this is aimed at parents who are under 20 and are undertaking training or studying. Their helpline is 0800 121 8989.
3. - Learner Support Fund: Contact Student Support or the Welfare Officer at your college for more information about how to access funding to help with childcare costs.
4. - New Deal for Lone Parents: this is aimed at parents who are either not working or work less than 16 hours per week. Call Jobcentre Plus for more information on 0845 604 3719.
5. - Childcare Grant: for parents in full time education, this is available through your Student Services department

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| Area  | Nursery Provision |
| Policy or Procedural Guidelines Title | Fees Paying Policy |
| New or Existing Policy/Service? | Existing |
| Name and role of Reviewer | Georgia JacksonNursery Manager |
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