



11. Fees Policy

Deposit.

All parents/carers must complete a registration form when registering their child with Summertime Nursery. A deposit of £100 is requested of fee-paying parents and a £50 deposit for fully funded children. All Deposits will be refunded of the first month's invoice. (Your child's place is not secured without a paid deposit)

Calculation of fees and Payments.

All fees are calculated per hour or half hour and are due a month in advance.

Invoices will be e-mailed out to parents at the beginning of the month.

Payments are due within 14 days of receiving the invoice.

Any additional hours booked with less than one months' notice will be added to the following months invoice.

Fees are payable by Bacs into the Summertime Nursery and Preschool account Barclays Bank, Sort code 20 26 62 account number 23815161 with the ref child's name - invoice.

We are an approved childcare provider for Tax-Free Childcare, you'll need to set up a government online childcare account for your child and give us the reference name you use.

All Parent receive an invoice even if they only use funded hours, but the balance will show a zero.

Late Payments.

A £25 late payment charge will be issued if payments are not received within the 14 days. A second copy of the bill will then be issued with the late charge. If payment has still not been received within 7 days, the committee will issue a letter and court proceedings may be started and your child's place may be lost. Where there are outstanding invoices the office manager will speak to the parent to arrange payment, a monthly payment scheme can be set up to clear any outstanding debts to the nursery.

If invoices are not paid for two months and no monthly payment scheme is set up to clear an outstanding balance your child's place at Summertime will be terminated with one weeks' notice.

Additional Charges

We operate to strict drop off and collection times to ensure safe child / staff ratios. Any parent who consistently drops off early or picks up late will incur a late/early arrival charge of £10.00. Any parent collecting later than 15 minutes without giving prior notice to the setting will incur a further late charge of £10.00 for every 15 minutes they are late. This will be added to the monthly invoice.

Summertime does not charge additional fees for snacks or craft materials. However, a financial request towards larger events/outings may occasionally be asked for in advance.

Holidays.

One Months' Notice must be given to the nursery in order to receive a 50% discount of your usual fee. At Summertime we recognise that some parents only want their children to attend during school terms therefore we do not limit the amount holiday you take at 50%. Notice must be given in writing - a holiday form must be completed, or an email sent to office@summertimenursery.co.uk

Sickness. If your child is off sick from nursery, fees are still due as normal, we do ask you to contact us to let us know they will not be in. **long term sickness** We understand that if a child has a long-term sickness it is an extremely stressful time for the family. If the child is unable to attend for more than five weeks, we will work with the family to reduce the cost of fees.

Bank holidays, inset days or closure due to an emergency.

No Fees are payable when the nursery closes due to a bank holiday or emergency (we do not close for inset days),

Severe weather We will repay 50% of payable fees to the bill payer when the nursery is forced to close for the whole day. The refund will be shown on the last page of the next month's invoice. If the setting is open, but your child does not attend the full fees will be payable.

Retainer



11. Fees Policy

Should you decide to defer your start date by more than a month or take a break from the nursery. We charge a 50% retainer on all fees to hold a child's place open at Summertime.

Changing hours / terminating a place.

If you need to change the hours your child attends, we will require one months' notice. Please note that days cannot be swapped, and it is not always possible to make permanent day changes due to capacity but we would add you to a waiting list.

Leaving Summertime. Parents Must give six weeks' notice by email when they no longer require their child's place at Summertime. Anyone who leaves before the six weeks' notice period ends will still be charged for the full time.

Fee increases.

Summertime increases fees each year in April to coincide with the government's budget that impacts staff wages. Summertime reserves the right to increase fees at any time of the year with one months' notice should the need arise. Parents will always be informed of any fee increase with a minimum of one months' notice via letter sent by email from the committee.

Funded childcare.

Children who receive government funding of 15 or 30 hrs must complete termly agreements and tell us if they claim funding at an additional setting.

You can use the 15 hours funding per week during TERM TIME ONLY at Summertime.

The 30 hours entitlement MUST be stretched over the year and NOT TERM TIME ONLY, please note this does reduce the weekly hours per week but equates to the same amount of annual entitlement.

To apply for the additional hours and a tax-free child account go to www.dorsetforyou.com/30hours.

Some two-year-olds may also be able to access government funded childcare.

Any additional hours will be charged at the usual Summertime Rate.

To keep getting your 30 hours free childcare or Tax-Free Childcare, you must sign in every 3 months and confirm your details are up to date.

Cathy White
Manager
June 2023