



11. Fees Policy

On registering a child with the nursery, a contracting parent will sign to say they agree with the nursery policy on fee payment.

Deposit.

All parents/carers must complete a registration form when registering their child with Summertime Nursery, this must include having two emergency contacts for each child in case parents cannot collect them. A deposit of £100 is requested. This can be reduced at management discretion to allow full inclusivity.) 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 month's notice (31 days) will be added to the following month's 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.

If you have not received your invoice by the 5th of the month, please contact us.

Late Payments.

A £25 late payment charge will be issued if payments are not received within 14 days of receipt of invoice. You will automatically receive a reminder prior to the 14 days should you have any outstanding balance. 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 week's notice.

Additional Charges

We operate to strict drop off and collection times to ensure safe child / staff ratios. Any parent who drops off more than 5 minutes early or picks up **over 5 minutes late** will incur a late/early arrival charge of £10.00. Any parent collecting late will incur a further late charge of £10.00 for every 15 minutes. This will be added to the monthly invoice.

Enrichment Charge Summertime request an additional voluntary Enrichment fee to cover the costs of healthy snacks and additional resources, sunscreen, nappy cream, the Parent Zone App, aprons, hats, wellington boots etc. The breakdown of the enrichment charge will be shown on the invoice from January 2026. A financial cost towards larger events/outings may occasionally be asked for in advance. Providing we are given 31 days' notice of any holiday you are taking we will remove the enrichment charge from your invoice

Holidays.

Please note your funded hours remain on the days according to your regular booking pattern and are non-transferable /cannot be swapped from one day to another due to holiday or sickness. We do not restrict the total holiday days taken each year; However, it is a mandatory condition of our Ofsted registration that providers report absences to ensure children's safety, we therefore ask that you always contact us if your child is off due to a holiday.

Sickness. Fees remain due in the event of your child's absence for any reason, as our running costs remain the same. We do ask you to contact us to let us know if your child will not be attending as it is mandatory that providers have knowledge of absences to ensure children's safety. **long term sickness** We understand that if a child has a long-term



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sickness it is an extremely stressful time for the family. In case of a child's long-lasting illness, payment for the first two weeks will be full, after that at the managers discretion an arrangement can be discussed. Note or information about the child's health from the doctor is necessary if the Parents wish to have a discount for a prolonged absence caused by illness.

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

No Fees are payable when the nursery closes due to a bank holiday Christmas, inset days or an emergency.

Severe weather will repay The Enrichment fee when the nursery is forced to close for the whole day. The refund will be shown on the next month's invoice. If the setting is open, but your child does not attend the full fees will be payable.

Retainer for deferred start date. If you delay your child's start date by more than a month, we will charge a retainer of 50% our usual fees.

Amending your usual booking pattern

If you need to change the regular hours your child attends, we will require one months' notice (31 days). Once the new booking pattern has been agreed by Summertime the change is permanent until a new booking pattern is agreed according to availability. Please note that days cannot be swapped, and it is not always possible to make permanent changes due to capacity and staff ratio. We do not reduce hours on random days or for school holidays, full fees will still be payable if your child leaves earlier than their usual booking pattern.

Leaving Summertime terminating a place. 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 at the full rate for the full time. If your child is in receipt of Early Education Funding (EEF) the setting will retain funding for the relevant notice period.

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.
- Parents must tell us if they are claiming funding at an additional setting.
- All government funding 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.
- Government funded hours are equally split across the days your child attends according to their regular booking pattern and are not transferable should your child not attend due to sickness or holiday
- To apply for the additional hours and a tax-free child account go to www.dorsetforyou.com/30hours.
- Some non-working parents of two-year-olds may also be able to access government funded childcare.
- All children of non-working parents are entitled to 15 hours childcare from the term after their 3rd birthday.
- Any additional hours will be charged at the usual Summertime Rate.

To keep getting your 30 hours childcare or Tax-Free Childcare, you must confirm your details are up to date and your eligibility every 3 months on your online Gov account.

To discuss how the funded hours your child will receive works please speak with the manager or deputy manager.

As an example, 30 hours 'Annual Stretch Funding' (starting September each year) usually equals 22 hours per week equally divided across days attending according to your weekly booking pattern.

If your child is new to funding and starts 1st January or 1st April, you will then be on 'Single Term Stretch Funding' and the hours you receive per week will be lower (this is the way Dorset funding allocation works and not Summertime Nursery's own interpretation).

Cathy White
Manager