



12. Fees Policy

We want our fees and funding arrangements to be clear and easy to understand. This policy explains how fees, payments, funded childcare, holidays and changes to your child's booking are managed.

By registering your child at Summertime Nursery, you confirm that you have read and agree to this policy.

1. Registering Your Child and Deposit

You must complete a registration form and provide two emergency contacts for your child.

A £100 deposit is required to secure your child's place.

Management may reduce the deposit at its discretion where appropriate.

The deposit will be deducted from your child's first invoice.

Your child's place is not confirmed until the deposit has been paid.

2. Fees and Paying Your Invoice

Our fees are charged by the hour or half-hour and are payable one month in advance.

Your invoice will normally be emailed at the beginning of each month.

Payment is due within 14 days of the invoice date.

Additional hours booked with less than 31 days' notice will normally be added to the following month's invoice.

Please pay by BACS using the bank details shown on your invoice. Please include your child's name and invoice number as the payment reference.

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

Tax-Free Childcare

Summertime Nursery accepts payments through Tax-Free Childcare.

If you wish to use Tax-Free Childcare, you will need to set up a government childcare account and provide us with the name/reference used for your account.

You must also keep your eligibility up to date and reconfirm it when required.

3. Late Payments

We understand that occasionally payments can be delayed. If you are having difficulty paying your fees, please speak to us as soon as possible so that we can discuss your options.

A £25 late payment charge will apply if payment has not been received within 14 days of the invoice date.

We will normally send a reminder before the payment deadline if there is an outstanding balance.

If payment remains outstanding for a further 7 days, the Committee may issue a formal letter and take further recovery action, including court proceedings. Your child's place may also be at risk.

Where fees are outstanding, the Office Manager may agree a payment plan with you.

If fees remain unpaid for two months and no payment plan has been agreed, your child's place may be terminated with one week's notice.

4. Drop-Off and Collection Times

Please arrive and collect your child at the times agreed with the nursery. This helps us maintain safe staffing levels and child-to-staff ratios.

Arriving more than 5 minutes early or collecting more than 5 minutes late will incur a £10 charge.

A further £10 charge will apply for each additional 15 minutes of late collection.

These charges will be added to your next invoice.

5. Voluntary Enrichment Charge

Government funding pays for your child's funded childcare entitlement. It does not cover additional items or services such as meals, snacks, trips or other extras.

From April 2026, we ask parents for a voluntary £4.50 per attendance day contribution towards snacks and additional resources.

The suggested contribution is:

£2.50 – Healthy snacks

Two healthy, freshly prepared snacks each day.

£2.00 – Additional resources

This helps towards items such as nappy cream, sun cream, wellington boots, sun hats, cooking ingredients and the Parent Zone App.



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The Enrichment Charge will be shown separately on your invoice.

The Enrichment Charge is voluntary. You do not have to pay it to access a funded childcare place, however it really helps to keep the nursery sustainable. If you choose not to pay the charge, we will explain which items you will need to provide for your child and any alternative arrangements.

A separate voluntary contribution may occasionally be requested for larger events or outings.

If you give us 31 days' notice of a holiday, the Enrichment Charge will not be charged for those days.

6. Holidays and Sickness

We do not limit the number of holiday days your child can take.

Please let us know whenever your child will be absent. This is important for safeguarding and attendance monitoring.

Funded hours are allocated according to your child's regular booking pattern.

Funded hours cannot be swapped or transferred because of holidays or sickness.

Normal fees remain payable when your child is absent because their place continues to be reserved.

7. Long-Term Sickness

We understand that a child's long-term illness can be difficult for families.

Full fees will apply for the first two weeks of a prolonged illness.

After two weeks, the Manager may discuss a payment arrangement or possible reduction in fees.

Supporting medical information may be requested when considering a fee reduction.

Any reduction is at the Manager's discretion.

8. When the Nursery Is Closed

No fees are charged when the nursery is closed for:

Bank holidays/Christmas closure

INSET/staff training days

9. Delayed Start Date

If your child's agreed start date is delayed by more than one month, a 50% retainer of the usual fees will be charged to keep the place available.

10. Changing Your Child's Regular Booking

If you would like to change your child's regular days or hours:

Please give us at least 31 days' notice.

Changes are subject to availability and staffing requirements.

Once a new booking pattern has been agreed, it will remain in place until another change is agreed.

Days cannot be swapped.

Hours cannot be reduced on individual days or during school holidays.

Full fees remain payable according to your agreed booking pattern, even if you collect your child earlier than their usual collection time.

We cannot guarantee that a permanent change will always be possible.

11. Leaving the Nursery

If you no longer need your child's place, please give us six weeks' written notice by email.

Full fees remain payable during the six-week notice period, even if your child leaves earlier.

Where your child receives government-funded childcare, the nursery will retain the funding allocated for the relevant notice period, subject to the applicable funding rules.

12. Fee Increases

We review our fees regularly and normally increase them in April to reflect changes in our running costs, including staff wages and other operating costs.

We may increase fees at other times if necessary, but will give at least one month's notice.

Parents will be notified of any fee increase by email from the Committee.

Funded Childcare

13. Who Can Receive Funded Childcare?

Government-funded childcare is available to eligible families, depending on the child's age and family circumstances.



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Eligible children may receive funded childcare from 9 months of age. Eligible two-year-olds may also receive funded childcare through the relevant government schemes.

Eligible children aged three and four can receive 15 funded hours from the term after their third birthday. Eligible working families may be entitled to 30 funded hours.

Funding is subject to government eligibility rules and the nursery's availability.

14. What We Need From You

If you are applying for funded childcare, you must:

Complete our annual funding agreement/parental declaration.

Provide your child's birth certificate so that we can verify their details and age.

Provide your **funding eligibility code** before we can make a funding claim, where.

Tell us if you are claiming funded hours at another childcare provider, including the number of hours and weeks being claimed.

Keep your eligibility details up to date and **reconfirm your eligibility every three months** where required.

Please provide your funding information as soon as possible so that we can process your claim correctly.

15. How We Use Funded Hours

At Summertime Nursery, funded hours are stretched across the year. We do not allow term-time-only funding.

This means that the number of funded hours available each week will be lower than the headline 15 or 30 hours, but your child will receive their **full** annual funded entitlement over more weeks in the funding period.

The exact number of funded hours your child receives each week will depend on:

When your child's funding starts

How many weeks the funding is stretched over

Your child's regular booking pattern

Funded hours are allocated across the days your child attends according to their regular booking pattern.

Funded hours cannot be swapped or transferred because of holidays or sickness.

Any hours used above your child's funded entitlement are charged at the nursery's normal hourly rate.

17. Keeping Your Funding

If you receive funded childcare through an eligibility scheme, you must keep your details up to date and reconfirm your eligibility when required.

If your circumstances change or you are no longer eligible, please tell us as soon as possible.

For help understanding how your child's funded hours will work, please speak to the Manager or Deputy Manager.

A Final Note for Parents

We know that childcare fees and funding can sometimes be confusing. If you are unsure about your invoice, funded hours, payment arrangements or your child's booking, please talk to us. We are happy to explain how your individual arrangements work.

Cathy White
Manager
September 2026