



# Treetops Nursery

## **Charging policy**

### **Non-funded places:**

Our normal rate is £4.50 per hour. Payments are due in arrears - fees are invoiced at the start of each term and are due at the end of each half term. Invoices will clearly show any free funded hours you are claiming and how much you owe for any hours claimed outside of any free funding entitlement. They will also show any extra charges incurred, such as breakfast etc.

You can save 20% on these additional fees, by signing up to the new Tax-Free Childcare scheme. You can find out more information here [www.norfolk.gov.uk/taxfreechildcare](http://www.norfolk.gov.uk/taxfreechildcare).

Invoices should be paid by bank transfer to Early Years Enterprises Ltd, Lloyds Bank, 30-96-96 77311668. If this is not possible please speak to Andrew Didwell to discuss alternative methods of payment.

We also accept employer childcare vouchers, please speak to Andrew Didwell for further information.

### **Funded places:**

Treetops Nursery is listed with Norfolk County Council as a provider offering the Early Education funding entitlement for 2 and/or 3 and 4 year olds, and has agreed to meet the requirements of the Early Education and Childcare Statutory Guidance (March 2017), Operational Guidance (April 2017) and Local Authority Funding Agreement (annually from September - August).

No top up fee will be charged to cover the difference between the setting's hourly rate and the rate received from the Local Authority.

Please discuss with us the funded hours you would like to claim with Treetops Nursery. We will work with you to provide an arrangement which supports you and your child, but it may not always be possible for the full entitlement to be claimed in full with one setting.

### **15 hours universal free funding for all 3 and 4 year olds**

Every child is eligible for 570 hours of free childcare per year, starting the term after their 3<sup>rd</sup> birthday up until they start school.

3 / 4 year funded hours can be split between a maximum of two providers per day and have to be used in the following way:

- maximum of 15 hours a week
- minimum hours per day - none
- maximum hours per day - 10
- between 6am and 8pm

With 3 / 4 year funding completion of the termly parent / carer claim form is mandatory if you wish to receive the free hours. We will provide you with a copy and let you know the deadline for returning it. A form must be completed for each provider.

### 30 hours extended free funding for eligible 3 and 4 year olds

Some three and four year olds will also be eligible to receive the extended 30 free hours entitlement. The eligibility criteria is as follows:

- Both parents must be working (or the sole parent in a lone parent family)
- Each parent age 25+ must earn, on average, at least £120 a week
- Each parent age 24 or younger must earn, on average:
  - 21-24 years-old £112.80 a week
  - 18-20 years-old £89.60 a week
  - Under-18s £64.80 a week
  - Parents on an apprenticeship (age 19 or under) must earn at least £56 a week
- Parents must earn less than £100,000 each per year.

Please note, eligibility is based on income earned, not number of hours worked.

The extended entitlement for 3 / 4 year funded hours can be split between a maximum of two providers per day (three providers in total) and has to be used in the following way:

- maximum of 15 hours a week
- minimum hours per day - none
- maximum hours per day - 10
- between 6am and 8pm

Parents wishing to use the extended entitlement must apply online at <https://childcare-support.tax.service.gov.uk/par/app/applynow>. Once you have applied online, HMRC will issue you with an 11-digit eligibility number if you meet the criteria. We will ask for your 11-digit eligibility number and you will need to complete a form.

The DfE has confirmed that parents must obtain their eligibility code before the start of the claim period that they wish their child to receive the extended offer of 30 hours per week. Parents that receive a code after the start date will not be able to access the additional 15 hours until the following claim period.

You can find out more information relating to the free 30 hours extended entitlement here <https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/free-childcare-and-learning/free-childcare-for-working-parents-of-3-and-4-year-olds>.

### 15 hours free funding for eligible 2 year olds

Some two year olds are eligible for 15 hours of free childcare per week, you can see if you qualify by using the online eligibility check: <https://online.norfolk.gov.uk/Take2EligibilityChecker/>. Alternatively you may receive an eligibility code from the council by post.

If you are eligible it can be claimed from the term after your child's 2<sup>nd</sup> birthday, and will continue until their 3 year funding starts the term after their 3<sup>rd</sup> birthday.

2 year funded hours can be split between a maximum of two providers per day and have to be used in the following way:

- maximum of 15 hours a week
- minimum hours per day - none
- maximum hours per day - 10
- between 6am and 8pm

**Important information:**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Charges for additional services will be agreed in advance with families.

Breakfast charge – Children who start at 8am do have the option to have breakfast at nursery should their parents/carers wish to use this service. The charge for this is £1.00 per day. This charge is completely voluntary; children do not have to eat breakfast at nursery, they are more than welcome to eat at home before joining us for the 8am session.

Consumables charge – We will invoice each family for a voluntary consumables charge. The charge will be 50p per am or pm session. The charge will cover consumables such as face tissues, paper hand towels, cleaning materials, disposable gloves and aprons, hand soap, toilet roll, sun cream and snack etc. The charge is completely voluntary and does not have to be paid as parents do have the option to bring in their own consumable items from home. If this is the case then parents/carers must supply the following items in a named bag which is to be kept on their child's peg at all times:

- Baby wipes (even if out of nappies)
- Nose tissues
- Sun cream (new and unused, factor 50)
- Liquid hand soap

A portion of healthy snack will also need to be provided for each am session.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours or meals etc.

The Government funding entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. We do not charge registration fees or deposits.

All fees for funded places are paid directly to us by the council. Our usual fees will apply for additional hours outside of any free entitlement and you will be responsible for paying these directly to the nursery – please see non-funded places.

We would like to remind you that if your child is absent due to illness or holiday their place still has to be paid for in full. This is because we have set costs which need to be covered.

If the nursery has to close due to circumstances out of our control, such as extreme weather, polling days, council events, staff sickness or damage to the building, full fees will be charged.

If you choose to leave Treetops Nursery we require a minimum of one months' written notice, fully paid.

We reserve the right to make an additional charge for late collection. The charge for this will be £12 per 15 minute period or part thereof. Please see our uncollected child policy.

Late payments will be charged at £5 per day on sums remaining due and outstanding. We will always remind you that a payment date is approaching. If you miss a payment date you will be sent a reminder and charged the late payment fee of £5 per day until the invoice is paid. If after 4 weeks the invoice has still not been settled we will stop providing childcare until the debt is cleared. If after another 4 weeks the debt has still not been cleared we will take court action to recover the debt.

We reserve the right to review our prices annually. Where we plan to increase fees at least 4 weeks' notice will be given.

We will also give you 4 weeks' notice of a change to or termination of our contract agreement.

**Author: Andrew Didwell**

**Date Written: August 2019**

**Date Review: September 2021**