



Flourish FEDERATION

Believe, Achieve, Belong



Nursery Charging Policy

The Flourish Federation Vision

To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.

Built on the strong foundations of Matthew 7:24

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.

Our Federation’s vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

This policy was ratified by Flourish Federation Governing Body on:	18th October 2022
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	September 2023
Policy Version:	V1
Signed by the Chair of Governors:	
Signed by the Executive Headteacher:	

Our Values



The purpose of this policy is to outline our charging processes and procedures.

Government Funded Nursery Sessions

All Saints Nursery, Stibbard is part of the Flourish Federation and is listed with Norfolk County Council as an approved setting for 2, 3 and 4 year old Free Early Learning & Childcare funding.

Government funding is intended to cover the cost to deliver 15 or 30 hours per week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so 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, services meals or consumables.

The 15 or 30 funded hours per week may be used at our setting at any time between the hours of 8.00 am and 5.00 pm during school term time, subject to availability. Extra hours may also be booked around the funded hours, again subject to availability.

All Saints Nursery, Stibbard provides a snack/drink for all children attending at no extra charge.

The funding entitlement may be shared with other approved providers. Families must indicate on the parent/carer claim form if funding is to be shared to avoid duplicate claims.

All non-funded hours will be charged at our usual hourly rate. Rates are reviewed annually and 4 weeks' notice will be given if changes will apply.

The current charge at All Saints Nursery, Stibbard for non-funded hours is £6.00 per hour.

All Saints Nursery, Stibbard will not charge a 'Top Up' fee to recoup the difference between the amount received from Government and our current hourly rate.

3 & 4 year old offer

All children living in England are eligible for early education from the school term after their third birthday. The entitlement is 15 funded hours per week if the entitlement is taken during standard school term time. Our Nursery is only open during school term time. Settings which are open for longer than 38 weeks per year may offer less hours per week. The total funding available for the universal offer is 570 hours in a 12-month period.

Some families will be eligible to receive an additional 15 hours per week if certain criteria are met. These criteria are set by Central Government and entitlement is confirmed by the receipt of an eligibility code which must be provided to the setting to claim the 30 hours. Full details of the criteria and the claims process are available on the following website: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

2 year old offer

Some families will be eligible to receive funding for their 2-year-old child. Please speak to the Nursery Manager for further information.

Additional Charging Information

Invoices will be sent to parents/carers (by email or paper copy) for the amount of fees due for each half term at the start of the half term, based on the dates when their child/children are booked into the setting.

Fees must be paid by the date specified on the invoice; this will usually be at the end of the month of issue.

If an invoice has not been fully or partially paid by the payment date, the Nursery will follow the procedures explained in the "Late payment of fees" section below.

If a parent/carer is unable to pay the invoice within the time period specified, they must advise the Nursery Manager as soon as possible. If there are exceptional circumstances the Nursery Manager will take advice from the school's Finance Team regarding the possibility of setting up a payment plan.

Payment must be made for every session a child is registered for, even if they are not able to attend, i.e. due to family holidays or sickness. Families may on occasion arrive late or pick up early from a session; but all fees will be calculated based on a full session.

In the event of the setting closing (e.g. Bank holidays, extreme weather conditions, staff sickness, or emergency power failure) no charge will be made for booked sessions. A refund will be added to your next invoice.

Parents/carers must provide four weeks written notice to cancel a child's place at the setting otherwise payment for this period will be due in full.

Our Breakfast Club charge is £3.00 per ½ hour. We provide an optional breakfast for an additional £1, with a choice of a bowl of cereal, or slice of toast, and juice or milk to drink.

After School Club charge is £6.00 per hour.

A packed lunch is required for children attending the nursery all day or during the usual lunchtime period.

The management reserves the right to charge an admin fee for a change to breakfast club or after school hours or nursery sessions at short notice. The extra cost will be charged at £6.00 per half hour. Short notice will be deemed less than one week's notice.

A late collection fee will be charged for any child/children collected more than 15 minutes late to cover additional staffing costs. You will be charged the hourly rate of £6.00 for this. Please refer to the Uncollected and Lost children policy for more information.

Late Payment of Fees

Fees must be paid by the due date specified on the invoice. An additional fee will be applied where an account falls into arrears. This charge will be 10% of the balance owing.

A letter will be issued requesting immediate payment, together with the additional invoice.

If fees remain outstanding the nursery reserves the right to undertake any of the following actions as appropriate:

- Withdraw the child's additional hours above the free entitlement
- Withdraw the child's sessions if not claiming government funding

- Charge an additional administration fee of £10.00.

Payment Plan

A payment plan is a plan agreed between the setting and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer, then the setting will implement its policy for late payment of fees.

This section of the charging policy should be read in conjunction with Flourish Federation's Bad Debt policy.

Ways to Pay

Our setting uses a cashless payment system. Payment should be made using BACS. Details of the account to make the payment to can be found on the invoice.

We accept childcare vouchers as a payment method. Please speak to the Nursery manager for more information.

This policy and the fees contained within it will be reviewed on an ongoing basis and annually prior to the start of the new academic year. Parents/carers will be notified in writing of any changes made at any time.