



# Bright Sparks Day Nursery & Pre-School

## Fee Policy – Stanbridge

### September 2020

#### ADMISSION AGES

Bright Sparks Day Nursery & Pre-School welcomes children from two to four years old.

Our purpose-built setting is divided into two age groups:

Caterpillars (24 – 36 months)      Butterflies (36 – 60 Months)

#### SESSIONS

The Day Nursery & Pre-School is open Monday to Friday, all year round, except Christmas week (when we are closed from Christmas Day to New Year's Day) and Bank Holidays.

We also offer Term Time Only places on a first-come-first served basis, please ask for availability.

Places can be booked from a choice of session times, which can be mixed across the week:

Drop off time	Hours per day / Collection time					
	4	5	6	7.5	8	10
8.00		13.00		15.30	16.00	18.00
9.00	13.00		15.00	16.30	17.00	
13.00	17.00	18.00				

Sessions can be varied or cancelled on a month's notice.

#### MEALS, NAPPIES, WIPES AND CREAMS

Sessions include all meals, snacks and drinks but exclude nappies, wipes and creams, which must be provided by the parent / carer.

#### FEE CHARGES

Administration Fee - £50, paid on registration to secure your child's place. This is not chargeable for children who are Early Years Grant Funded-only.

Hours per day	Session rate (£)					
	4	5	6	7.5	8	10
<b>Caterpillars</b> (24 – 36 months)	25.60	32.00	38.40	49.50	51.20	60.00
<b>Butterflies</b> (36 – 60 Months) *	24.00	30.00	36.00	49.50	51.20	58.00

\* Non grant-funded hours, charged pro-rata where grant-funded hours are paying for part of the session. Funded hours will incur a charge of £1 per hour to cover the cost of meals and other consumables, except where the parent / carer is in receipt of the Early Years Pupil Premium (EYPP). This can be applied for at the nursery.

Late Payment fee - £10.00 (see charge details below)

Late Collection fee - £10.00 for every 15 minutes (see charge details below)

Monthly fees are calculated by multiplying the weekly fee by 52 weeks and dividing by 12 calendar months (unless in receipt of grant-funded hours or term time-only, in which case fees are calculated on a sessional basis). No charge is made for the working days (i.e. non-bank holidays) when the pre-school is closed over Christmas. There is no reduction for other holidays or child absence. Fees are payable at the full rate for all periods of child absence, including holidays, bank holidays and sickness.

### SIBLING DISCOUNT

Where 2 or more siblings attend the nursery a discount of 10% is applied to the eldest child.

### INVOICES & PAYMENTS

All fees are due in full on the first of the month for which they apply and should be paid directly into our bank account:

Bright Sparks Pre-School

Barclays Bank

Sort Code 20-13-34

Account No. 90368458

Alternatively your account can be viewed and payments made by card through our ParentZone app.

We also accept payments via childcare voucher schemes. Please note we do not accept cheque or cash payments.

When paying your fees online, please ensure you use your Bill Payer's Reference. This can be found on your invoice.

Invoices are issued towards the end of the preceding month based on the children's attendance recorded on our registers at the time.

### 2020/2021 TERM DATES

For Term Time Only funded children (15 / 30 hours a week) the 2020/2021 term dates are as follows:

Term	Starts	Ends	Headcount Day	Holiday	Weeks	Days
One	01-Sep	23-Oct	17-Sep	26-Oct to 06-Nov	7.8	39.0
Two	09-Nov	18-Dec	17-Sep	21-Dec to 01-Jan	6.0	30.0
Three	04-Jan	12-Feb	14-Jan	15-Feb to 19-Feb	6.0	30.0
Four	22-Feb	01-Apr	14-Jan	02-Apr to 16-Apr	5.8	29.0
Five	19-Apr	28-May	22-Apr	31-May to 04-Jun	5.8	29.0
Six	07-Jun	21-Jul	22-Apr	22-Jul to 31-Aug	6.6	33.0
					<b>38.0</b>	<b>190.0</b>

For Stretch Funded and All Year Round children (12 / 24 hours a week) the 2020/2021 funded dates are as follows:

Term	Starts	Ends	Headcount Day	Holiday	Weeks	Days
One	01-Sep	23-Dec	17-Sep	24-Dec to 01-Jan	16.4	82.0
Two	04-Jan	01-Apr	14-Jan	02-Apr to 05-Apr	12.8	64.0
Three	06-Apr	13-Aug	22-Apr	16-Aug to 31-Aug	18.4	92.0
					<b>47.6</b>	<b>238.0</b>

## **LATE PAYMENTS**

Bright Sparks Day Nursery & Pre-School Ltd. reserves the right to recover costs in full and to charge interest (both before and after any judgement) on overdue accounts at the rate of 2% per month until payment is made in full. Any payment returned by the bank or cancelled by yourself will incur an administration charge of £10.

We value partnership with parents and if at any time you are experiencing financial difficulty, please discuss this with the Manager.

Continual late payment may result in the termination of your child's place.

## **LATE COLLECTION**

We must adhere to the correct staff ratio to ensure the safety and wellbeing of all the children in our care. Depending on circumstances, we reserve the right to charge parents for the additional time worked by staff if you are not able to collect on time, in addition to the late collection charge.

A charge of £10.00 will be incurred for each 15 minutes of late collection of a child if prior arrangements have not been made or no contact has been made with the Pre-School notifying us of a delay in collecting a child.

This fee will automatically be added to your account.

## **NON PAYMENT**

In the event of an account remaining unpaid or repayment plans not maintained, your child may be refused entry to Pre-School and we reserve the right to terminate your child's sessions immediately.

All outstanding debts from a previous sibling must have been settled before the next sibling will be offered a place in Bright Sparks.

If a family has shown from previous siblings that they find fees difficult to pay, Bright Sparks reserves the right to postpone the next siblings entry into setting until his/her Early Years Funding is in place.

The management of Bright Sparks reserve the right to recover unpaid debt, in accordance with this policy and to take further action by way of the Small Claims Court and/or a Debt Collection Company.

## **ABSENCES & CLOSURES**

Please note that the fees are payable even if your child is occasionally absent for whatever reason, as our overheads remain the same and to maintain your child's place upon the register.

In the event that we have to close or the pre-school is unable to open due to circumstances beyond our control (e.g. extreme weather conditions) fees will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. Although we will do our best to rectify the problem as soon as possible, there will be no refunds. If however the closure exceeds 3 consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit your account with an amount which represents the number of days closed in excess of 3 days.

## **NURSERY EDUCATION GRANT**

The pre-school is registered to receive the 2, 3 and 4 year old Early Years Education Grant including the 30 hours extended care for 3 and 4 year olds. Parents and carers must apply to receive this and remain liable for any fees otherwise incurred. Applications for the 2 year and extended care for 3 and 4 year olds can be made through the following website:-

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

The 2, 3 and 4 year old grant is payable from the term **after** their child is 2 or 3.

Please note that the terms used to determine when the grant becomes payable is:

Autumn term - 1<sup>st</sup> September to 31<sup>st</sup> December

Spring term - 1<sup>st</sup> January to 31<sup>st</sup> March

Summer term - 1<sup>st</sup> April to 31<sup>st</sup> July

**NOTICE REQUIRED TO REDUCE SESSIONS OR TERMINATE A PLACE**

A period of one month's written notice of your child leaving the pre-school must be given, otherwise you will be liable to pay for the place booked by you. Payment is required for the period of notice.

If a child is in receipt of a grant, the preschool will claim the grant for the notice period.

This policy was adopted by	Bright Sparks Day Nursery & Pre School Ltd
	_____
	August 2020
	_____
Date to be reviewed	August 2021
	_____
Signed on behalf of the provider	V Ashbolt
	_____
Name of signatory	V Ashbolt
	_____
Role of signatory	Managing Director
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