

# Fees and Payment Policy

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## Purpose

This statement is intended to secure the interests of Mr Noah's Nursery School, and to ensure transparency and fairness.

## Rates

Fees are charged broadly in line with the hourly rate which is paid to Mr Noah's by *Kent County Council* for the Free Early Education Entitlement, or in the case of two-year old children the 'Free for 2' funding. The hourly rate for 2 year olds is from April 2016 £4.85, and for 3 and 4 year olds in a setting with a EYP or QTS £4.21. Therefore, the Free Early Education hours (up to 15 hours per week for 38 weeks per annum) are without charge to parents and additional hours are charged at £4.85 for 2 years and £4.21 for 3+ years.

## Other charges

When registering a child for Mr Noah's, if the child is eligible for Free Early Education at the time of entry, no registration fee is required. If the child is ineligible for Free Early Education at the time of entry a registration charge is made of £60 of which £20 is a non-returnable administration fee and the remainder is a deposit returnable by the time a child leaves Mr Noah's if all fees have been paid and conditions kept. £40 will only be returned to those never starting at Mr Noah's if a full term's notice (six terms per annum) is given before the expected date of entry.

In addition to the hourly rate there is a charge to cover the costs of cooked dinner if taken and other consumables at sessions (principally snack). At the present the cost of dinner is £2 and the sessional consumables contribution is £1. Children accessing the setting only for the Free Early Education hours can either pay the additional charges or bring packed lunches/snacks.

There may be weeks Mr Noah's is open which are not covered by the Free Early Education Entitlement and in this event parents will be liable to pay for the additional sessions booked.

## Process

We will supply parents with a 'Declaration' form prior to each term in which a child is eligible for the Free Early Education Entitlement. This will facilitate our application for the funding for the individual child under the present arrangements with *Kent County Council*. *Free for 2* funding is accessed by parents by special application online (<http://www.kent.gov.uk/education-and-children/childcare-and-pre-school/paying-for-childcare/free-childcare-for-2-year-olds>) or request for forms may be made at the nursery school.

## Payment

Invoices are normally issued six times a year in advance for the value of the sessions booked plus anything owed from a previous term. Payment must be made in advance, by cheque, direct transfer or cash. Payment can be made monthly or weekly by arrangement and the Director should be consulted.

In the event of difficulty in making payment parents should contact the Director.

In the event of failure to pay fees it might be necessary to take away a child's place and/or refer the debt to the courts.

## Notice

Parents should give notice of changing sessions to the Director on the appointed form. Notice of withdrawing a child from Mr Noah's should be given in writing to the Director a full term (six terms per annum) in advance. Full fees beyond a child's departure will be required of parents who fail to give notice as per this stipulation.

This policy was adopted at the meeting of:

Held on:

Signed on behalf of the Governors:

Mr Noah's Nursery School

29/3/2016

Role of signatory

Date policy to be reviewed not later than

Director

April 2017