

# Early Birds Nursery Charging Policy



Reviewed September 2020

At Early Birds Nursery, we are fully committed to the belief that the well-being and education of our pupils is our number one priority. We aim to encapsulate this belief in every interaction and each learning task that is delivered. With our focus on meeting individual needs, supported by valued relationships with families, we know that we really can put our children first.

We provide a nurturing and supportive learning atmosphere, where children can reach their full potential. We are proud of our friendly qualified nursery team and believe we effectively facilitate all our children's needs through a wide range of differentiated experiences.

## **Free early education and childcare**

### ***2 year olds***

Some 2 year olds are entitled to 15 hours a week of free early education and childcare if for example their parents/carers are in receipt of certain benefits. Parents must complete an application form to confirm you are eligible for the free for 2 year old funding. This can be done at [www.kent.gov.uk/freefor2](http://www.kent.gov.uk/freefor2).

### ***3 & 4 year olds***

Before starting school all 3 & 4 year olds are entitled to 15 hours a week of free early education and childcare. This is known as the free universal entitlement for all 3 and 4 years olds. Funding starts the term after the child's third birthday.

Some 3 & 4 year old children may be eligible for 30 hours a week of free early education and childcare. The additional 15 hours is funded by the extended offer for eligible 3 and 4 year olds. Parents must apply for these additional hours and this can be done through the government website <https://www.childcarechoices.gov.uk/>. Parents will receive a 30 hours eligibility code which they need to share with us so we can validate their claim before their child starts with us.

## **Fees**

If children are not eligible for free early education or would parents would like their child to attend for additional hours then our hourly rate will apply. Our hourly rate is £5 per hour.

## **Additional Costs**

If children stay for lunch then parents may provide them with a packed lunch or purchase a school dinner at an additional cost.

From time to time we may ask for voluntary contributions towards special events or trips. These are voluntary and non-payment will not affect a child's ability to attend or take part in activities on offer within their sessions.

Consumables such as nappies, wipes and suncream should be provided by the parents/ carers.

## **Invoicing and Payment**

Invoices will be itemised and issued on a regular basis, allowing parents to see that they have received their free entitlement completely free of charge and clearly see the fees charged for additional hours.

Payment terms are full payment must be received within 7 days of the invoice being issued. Payments can be made by BACs or card. We also accept childcare vouchers. Failure to make payment will result in the COO being made aware who may choose to involve third party collection services.

## **Termination**

We ask for at least two weeks notice in writing if parents wish to terminate their child's place with us.

## **Late Pick Up**

If you are late collecting your child, an extra charge of £1.00 will be incurred for every 5 minutes past the session finish time.

*The Board of Directors, through its Audit and Finance Committee, reviews and approves this policy every two years. It may, however, review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.*

***Next review September 2022.***