

Charging Policy

Statement of Intent

To inform prospective and current parents/carers and service users about charges that may be made.

Fees

Currently the daily/session rate for a child attending Bright Minds Nursery is:

- £65.00 for a full day 7.30am-5.30pm
- £40.00 for half a day 7.30am-12.30pm

Pre-School for children over 2 years old

- £20.00 per 3 hour session, 9am-12pm or 12pm-3pm
- £40.00 per 6 hour session, 9am-3pm

If your child is funded you may top up their hours, for example if you receive 30 hours of funding and stretch it over the year to use 22.8 hours per week

Currently the hourly fee rate for a child attending Bright Minds Nursery is:

- £8.00 per hour

Fees will be charged for all sessions booked and agreed with the Nursery. Fees will be charged for sessions even when a child is absent through sickness or holiday.

Registration Fee

We charge a £25.00 Registration Fee for Non-Funded children. For children accessing funded hours there is no registration fee.

Funded Early Learning and Childcare

The Nursery is listed with Newcastle city Council as an approved provider for funded under twos, two-Year-olds and three- four-year-olds.

Government funding is intended to cover the cost of delivering 15 or 30 hours a week of funded, high quality, flexible childcare only. Any additional hours required will be chargeable at our hourly rates. Bright Minds Nursery will provide Breakfast up until 08:50am at **no cost**, however all other meals required during the day will be provided by the parent/carer. Consumables such as: Nappies, wipes, cream and nappy bags must be provided by the parent/carer.

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

Each eligible under two, two-year-old and three- four-year-old child is entitled to a funded early learning and childcare place for up to 15 hours per week. Some eligible working families may be entitled to 30 hours per week depending on their circumstances.

See <https://www.childcarechoices.gov.uk/> for more information.

In offering these funded early learning and childcare places the Nursery is committed to:

- Not requiring parents/carers to pay any fees for this funded entitlement.
- Not charging top up fees. Parents/carers will not be charged a top up fee to recover income where the Nursery's hourly rate is greater than the rate received from Newcastle City Council.
- Not imposing conditions on parents/carers wishing to take up the funded entitlement.

Under Two-Year Old Funding

We offer 30 hours of under two-year-old funding from the term after they turn 9 months to those families who meet the 'working parent' criteria set by the Government from 7:30am – 12:30pm and 07:30am – 5:30pm based on a 50 week year (nursery closure for 2 weeks each year) and in line with local arrangements.

Two-Year Old Funding

We offer 15 hours of two-year-old funding to those families who meet the criteria for additional forms of government support and 30 hours of two-year old funding to those families who meet the criteria of 'working families' set by the Government. Our funded sessions run from 07:30am – 12:30pm and 12:30pm – 5:30pm, 07:30am-5:30pm or 09:00am-12:00noon 12:00noon-3:00pm or 09:00am-3:00pm term time or 50 weeks per year (nursery closure for 2 weeks each year) only and in line with local arrangements.

A child born in the period	Will become eligible for a funded place
1 st April to 31 st August	1 st September following child's 2 nd birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 2 nd birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 2 nd birthday (Summer school term)

Three- and Four-Year-Old Funding

The Nursery supports the entitlement to funded 15 or 30 hours of early years provision for three- and four-year-olds.

Universal funded 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

We offer 30 hours of three- four-year-old funding to those families who meet the criteria of 'working families' set by the Government.

We offer 15 hours Universal and the 30 hours for those who meet criteria from 07:30am – 12:30pm and 12:30pm – 5:30pm, 07:30am-5:30pm or 09:00am-12:00noon 12:00noon-3:00pm or 09:00am-3:00pm term time or 50 weeks per year (nursery closure for 2 weeks each year) and in line with local arrangements.

Regulations prescribe that children become eligible for funded early year's provision on the dates set out below:

A child born in the period	Will become eligible for a funded place
1 st April to 31 st August	1 st September following child's 3 rd birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 3 rd birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 3 rd birthday (Summer school term)

Consumables

Bright Minds Nursery will provide breakfast until 08:50am at **no extra cost**.

We ask parents/carers to provide consumables such as Nappies, Wipes, Creams and Nappy bags.

Services

Charges for additional services such as trips will be agreed in advance with families. It may be possible to waive these costs for funded children, please discuss this with Sarah Gaish or Karen Kelly, Nursery Manager.

Review of Fees

Fee charges will be reviewed annually and at other times should circumstances make this necessary. A half term's notice will be given of any increase in fees allowing families the opportunity to discuss their options with the Nursey Manager.



Invoicing

Parents/carers will receive a written invoice detailing the services they are being charged over and above the funded weekly entitlement. This will be issued **two weeks** in advance.

Late Payment Fee

If payment has not been received within 14 days of the payment due date a reminder will be sent and a 10% late payment fee for the whole invoice will be incurred. Your child's place may be put on hold until payment is received.

If parents/carers are experiencing financial difficulties:

In the first instance parents/carers should discuss alternative options with the Nursery Manager. Alternative options may include waiving or reducing costs.

We can also signpost parents/carers towards agencies who could offer support i.e. with benefit difficulties, debt management and financial advice.

Organisations who can offer free financial advice:

National Debt Line

www.nationaldebtline.co.uk

0808 808 400

Citizens Advice Bureau

www.citizensadvice.org.uk

Working Tax Credit

www.inlandrevenue.gov.uk

Helpline: 0845 300 3900

If a parent/carer is experiencing financial difficulties and are struggling to settle their childcare fees, they should contact the nursery manager as soon as possible. A payment plan could be discussed as could reducing their child's sessions as required. We will take all reasonable steps to try to support parents/carers.

**Failure to pay childcare fees**

If a parent/carer fails to pay their childcare fees and we cannot contact them verbally to discuss the matter, a letter will be sent requesting payment within two weeks or for contact to be made to discuss the matter urgently.

Failure to contact Bright Minds Nursery would result in further action being taken.

Bright Minds Nursery reserves the right to withdraw your child's place, and proceedings will begin to enable the collection of debt. Bright Minds Nursery reserves the right to appoint a debt collection agency or to pursue the debt through a small claims court. Any legal fees incurred by Bright Minds Nursery during this process could also be added to the total outstanding.

Terms and Conditions

A statement of terms and conditions relating to the contract between the parent/carer and the Nursery will be issued to the parent/carer before their child starts Nursery. The parent/carer will sign and date this document to confirm they have read and accept the terms and condition

Support for Childcare Costs

Parents/carers may be able to access a range of tax benefits and grants to support childcare costs. Parents/carers can enquire at the Nursery office for further details. Our charging policy is issued to all families as part of the registration process.