



## **Newcastle College Day Nursery Charges Policy**

Date approved: November 2025  
Approved by: NCG Finance  
Review date: August 2026  
Further review due: August 2027  
Responsible: Nursery Manager

### **1. Scope and Purpose of Policy**

The purpose of this policy is to clearly set out the charges that are incurred for our services. The policy aims to inform parents and carers of what is charged for, the way in which we issue invoices and how / when we expect payments to be made. This policy clearly explains the action that will be taken should an invoice not be paid.

### **2. Policy Statement**

Newcastle College Day Nursery primarily supports parents and carers who study in Newcastle College, some spaces are used by staff members or members of the public.

For those who are studying at Newcastle College, there are several avenues of funding available to students depending on personal circumstances such as income and age. This policy aims to provide clear information regarding costs which may be incurred during a child's time at nursery.

### **Newcastle College Day Nursery Childcare Funding options:**

The following funding is accepted at Newcastle College Day Nursery:

- Newcastle College Learner Support Fund (LSF – free if eligible)
- Student Finance England (SFE) Childcare Grant (For those in Higher Education – SFE may pay up to 85% of nursery fees direct to the nursery, the student will be invoiced for the remaining fees)
- Care to Learn (fees up to £180 per week covered by Care to Learn providing free childcare for learners under the age of 20 – LSF may pay the remaining fees if fees are over £180 per week)
- From September 2025 Newcastle College Day Nursery offer spaces to parents and carers who qualify for the Government free childcare 15 or 30 hours.

Any customers who do not qualify for any of the above funding will be invoiced in full for their childcare sessions on a monthly basis. Payment of invoices are required within 14 days of the date on the invoice.

**Payable fees relating to Learner support Fund (LSF- free during timetabled sessions):**

Any learner in receipt of LSF who uses the nursery outside their classroom timetabled hours / days will be invoiced for the sessions used. LSF will not pay the nursery for sessions other than those that are timetabled or required for placements. In addition to this, students will be invoiced if they are found to have continued to use the nursery after their course has ended.

**Payable fees relating to Student Finance England (SFE) Childcare Grant (SFE may pay up to 85% of fees)**

For those who are in receipt of the SFE childcare grant, up to 85% of the fees may be paid directly to the nursery by SFE. The student will be invoiced at the end of each month for any remaining fees not covered by SFE. If SFE reduce the rate that they will pay after an invoice has been issued, any fees not covered will be invoiced to the parent. A payment agreement contract is expected prior to the offer of nursery spaces.

**Payable fees relating to those claiming childcare support through Universal Credit (UC) (UC may pay up to 85% of fees)**

For those who are in receipt of Universal Credit, up to 85% of the fees may be paid to you to assist you with your childcare fees. You must contact UC yourself to check your eligibility. The student will be invoiced at the end of each month in full and you must pay the invoice within 14 days. A payment agreement contract is expected prior to the offer of nursery spaces

**Payable fees relating to Care to Learn**

It is the student's responsibility to ensure that they make a claim for Care to Learn at the earliest possible opportunity. Should a claim be made late to Care to Learn it is possible that payments will not be backdated to when the child started the nursery. In this circumstance, the student will be invoiced for the amount not backdated by Care to Learn. Should a parent use the nursery and then withdraw their child prior to making a Care to Learn claim, the parent will be invoiced for the fees in full including a four week notice period. Care to Learn pay up to £180 per week for childcare. Any sessions the student requires which incurs a higher cost may be offset by Newcastle College Learner Support Fund. The nursery manager will liaise with the funding team for this support. Should there be insufficient funding available, the student may be invoiced for any remaining fees over £180 per week.

**Government funded 15 / 30 hours free childcare**

If you think you might be eligible for childcare funding, the nursery management team will assist you and offer as much guidance as you need. Please ask if you need assistance.

Some 2 year olds in receipt of additional support may qualify for 15 hours free funding, eligibility for this will need to be confirmed by the nursery.

Those found to be eligible or in receipt of any government funded 15/ 30 hours of childcare will be offered available spaces for their child once a code is provided and validated if a code is required. (For 3 and 4 year-olds claiming 15 hours, a code is not required.) All parents must sign a Parent Declaration Form and state if their child attends another nursery. Parents who fail to inform their other nursery of their child's start at Newcastle College

Day Nursery may be liable for fees should the Local Authority refuse payment due to the child's other nursery not being notified.

All those in receipt of Working Parent Government funding must re-confirm their eligibility regularly. It is the parents' responsibility to ensure they do not fall out of the eligibility period to avoid funding ending. Should a parent fall out of the eligibility period and not re-confirm in time, they may then be unable to claim for the next term of free childcare and any childcare used after eligibility will be invoiced to the parent and the 4 week paid notice period will apply.

Parents / carers who pick up their child later than their allocated time will incur late pick-up charges.

#### **Invoices:**

For all the funding options above, for those who incur charges, the customer will be given 14 days to pay the invoice after which the nursery Manager or Newcastle College Finance Department will issue a polite reminder.

Thereafter, if the invoice remains unpaid the child's spaces at the nursery will be withdrawn and Newcastle College will take steps to recover the debt using a debt collection service.

#### **Late pick-ups:**

**Parents or carers who pick up their child later than their agreed time will incur charges of £10 per 15 mins (rounded up to 15 minute periods). These charges will be invoiced with a 7 day period to pay.**

#### **Notice period:**

A period of four weeks paid notice is required when ending a child's space at the nursery. Equally, should the nursery end the child's space, a four week notice period will be provided.

Whilst there is no registration fee applicable for enrolling your child at Newcastle College Day nursery however should a space be offered and your child does not attend; you will be sent an invoice for 4 weeks.

#### **No charge for meals / snacks / drinks:**

Newcastle College remains committed to community and socio-economic issues therefore parents and carers will not be required to pay for any sundries such as meals, snacks or milk. (This excludes baby formula which should be provided by the customer)

**Nappies and wipes / consumables:** These must be provided by the customer

#### **Nursery sessions:**

Half day - 8.30am until 1pm or 1pm until 5.15pm = £44

Full day – 8.30am to 5.15pm = £70

Those with government funding have prearranged start and end times to coincide with their allocated government hours of free childcare.

### **3. Linked Policies**

Equal Opportunities Policy  
Admissions Policy  
Student Code of Conduct

**4. Linked Procedures**

None

**5. Location and Access to the Policy**

This policy is located in the following area;

Nursery Premises

**6. Person Responsible for the Policy**

Nursery Manager