

Purpose

The purpose of this policy is to provide clear information regarding fees, payment expectations, additional charges, and procedures for late or non-payment.

Fees

- Fees are reviewed regularly and parents/carers will be given at least four weeks' notice of any changes.
- Current fees are available from the setting manager or on our website - <https://www.space-newcastle-childcare.com/>

Fees are charged for:

- Attended sessions.
- Contracted sessions missed due to illness, holidays, or other absences.
- Emergency childcare where agreed.

Registration Fee

A refundable registration fee of £50 is required to secure a child's place.

The fee will cover the child's 3 settling in sessions prior to starting. This registration fee will then be deducted from your final month invoice as a form of credit note.

Government-Funded Places

Eligible funded childcare hours are provided in accordance with local authority guidance, childcare providers can only claim a maximum of 10 hours of funding per day adding up to no more than 30 hours per week.

Children that are wanting to attend nursery term time only can claim all 30 funded hours in one week and those children who are wanting to attend all year round can stretch funding across the 50 weeks giving them 22 hours 48 minutes.

For more information regarding if your eligible for government funded childcare and how to apply please visit www.beststartinlife.gov.uk

Extra Charges that will apply:

- Additional hours beyond funded entitlement.
- Any extra ad-hoc sessions that parents/ carers request
- Meals, snacks or any extra services that are not included within government funding. Opting out from meals and snacks is an option, however these will then need to be provided by the parent/carer.

Possible additional costs that may occur:

- Outings and special events.
- Specialist activities provided by external organisations.

Parents will be informed in advance of any additional charges added to their invoice.

Invoices and Payments

- Invoices will be issued on the 1st of every month for the previous month.
- Payments must be made within 14 days of the invoice being sent.
- Space nursery accept payments via the government tax free childcare scheme, for further information please visit www.gov.uk/tax-free-childcare
- Payments will be made through the family App or bank transfer if agreed with the manager.

Late Collection Charges

To ensure adequate staffing arrangements, a late collection fee will be charged if a child is collected after their agreed session ending time.

- £10 every 15 minutes.

Persistent late collection may result in a review of childcare arrangements.

SPACE Nursery – Fees Policy.



Late Payment Procedure

- If payment is not received by the due date, there will be a charge of £100 unless an agreement is made with the manager.
- Continued non-payment may result in suspension of childcare services until the account is brought up to date.

Payment plans may be considered in exceptional circumstances at the discretion of management.

Notice Period

- Parents/carers must provide 4 weeks written notice when terminating their childcare place.
- Fees remain payable throughout the notice period whether the child attends.

Exceptional Circumstances

Management reserves the right to waive or amend charges in exceptional circumstances, such as family emergencies or unforeseen events.

Policy Review

This policy will be reviewed annually to ensure it remains fair, transparent, and compliant with current regulations.

SPACE Nursery – Fees Policy.



Sessions and Fees:	6 months - 2 Years	2-3 Years	3 Years +
Refundable Registration Fee	£50 covers 3 settling in sessions	£50 covers 3 settling in sessions	(£50 covers 3 settling in sessions
Settling in Visits.	3 settling in sessions covered with registration fee.	3 settling in sessions covered with registration fee.	3 settling in sessions covered with registration fee.
Private Full Day – 7:30am-6pm Meals included.	£75	£70	£65
Funded Full day – 10hrs 7:30-5:30 – Meals charged as an extra	Included within Funding	Included within Funding	Included within Funding
Late session – 5:30-6pm	£6	£5	£5
Morning session 8:00-12:30 meals / snack included	£45	£42	£40
Afternoon session 1:00-5.30pm meals / snack included	£45	£42	£40
Discount for any 5 of the 3 above sessions in 1 week	10%	10%	10%
Ad-hoc Hourly Rate (Minimum 2 hours)	£11	£10	£9
Meals and Snacks:			
Morning: Breakfast, Snack and Lunch.	£4	£4	£4
Snack and Tea.	£3	£3	£3
Full day	£6	£6	£6
Late Collection Fee. (Every 15 minutes)	£10	£10	£10
Late Invoice Payment Fee.	£100	£100	£100