



## 10.14 Schedule of Fees

### Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

- A child who is eligible for the Free Early Education Entitlement (FEEE) will receive up to five 3 hour sessions (15 hours) without charge.
- A child becomes eligible for the FEEE in the term following their 3<sup>rd</sup> birthday.
- If a FEEE place is offered and not taken up it cannot be held open. The child will be returned to the waiting list and the place offered to someone else.
- From September 2017 some 3 & 4 year olds will be eligible for 30 hours per week. To see if you are eligible please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- Children who are not eligible for the Free Early Education Entitlement will be charged fees.

### Current rates of fees are:

	2-3 year old	3-5 year old
3 hour session (until 31/08/2021)	£17.00 per 3 hour session	£ 15.00 per 3 hour session
3 hour session (from 01/09/2021)	£17.50 per 3 hour session	£ 15.20 per 3 hour session

- Children who are in receipt of the Free Early Education Entitlement at another setting will be charged at the appropriate rate, according to age.
- The rate of fees is reviewed in April of each year and any increases implemented from September of each year.
- Parents are asked to make a voluntary donation of £1.00 per week towards the cost of snacks, cooking ingredients and other resources.

- We do not charge a registration fee or a retainer. If a funded place is offered and not taken up it cannot be held open. The child will be returned to the waiting list and the place offered to someone else.

### **Funded 2 year old places:**

For eligible 2 year olds, the FEEE starts from the term after your child turns 2. A child may be eligible for a place if parents meet any of the following criteria:

- i) You meet the criteria for Free School Meals
- ii) You currently receive Working Tax credits and earn no more than £16,190 a year.

Please see the LBWF website for further details and to check eligibility using their online eligibility checker: [www.walthamforest.gov.uk](http://www.walthamforest.gov.uk)

Proof will be required of eligibility before a place is secured.

### **Collection of fees:**

- Fees are payable weekly, monthly or half-termly in advance.
- Preferred payment method is by bank transfer.
- If the payment of fees is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.
- No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party

### **Tax-Free Childcare**

Tax- Free Childcare is part of a government scheme designed to help parents afford high quality childcare. Parents will need to find out if they are eligible. For more information go to

[www.taxfreechildcare.co.uk](http://www.taxfreechildcare.co.uk) We accept payment from the Tax-free childcare scheme.

Parents who are experiencing difficulty in paying fees should contact the Administrator via the Nursery. The Nursery will endeavour to be sympathetic to individual circumstances and work with parents to reach a solution.

### **Late Collections Fees**

Parents must ensure that their child is collected on time at the end of the session, whether that be 12.00 pm or 3.00 pm, as it can be distressing for a child to be left at the end of a session. We do understand that there may be exceptional circumstances that are unavoidable and would ask that

parents make alternative arrangements for the collection of their child and inform the Nursery of these arrangements as soon as possible. However, if parents are regularly late to collect their child we reserve the right to charge Late Fees of £5 for every 10 minutes that they are late. If no-one collects the child within 30 minutes of their expected collection time and there is no named contact to collect the child, we apply the procedures for uncollected children (see Uncollected Child Policy). Late fees will still apply.

This Policy was adopted by Emmanuel Community Church Nursery on:	
Signed:	
Print name:	
Role:	
Review date:	