

The background features a large, stylized 'TEC' logo in blue and purple. The 'T' is a large, solid blue shape with a white 'T' inside. The 'E' is a smaller, blue-outlined shape. The 'C' is a large, purple-to-blue gradient shape. There are also several faint, light blue and purple outlines of the 'TEC' logo scattered across the page.

NS19 Payment Policy including Flexible Free Entitlement

Change Control

Policy Name and Reference	Payment Policy including Flexible Free Entitlement (NS19)
Version	V12
Name of Responsible Committee	GLT
Job Title of Responsible Author	Nursery Manager
Date First Issued	June 2012
Date Current Version Issued	January 2025
Date of next Planned Review	January 2026

Revision History

Version	Date	Type of Amendment	Amendment Details
V1	June 2012	New	New
V2	June 2013	Updated	Updated
V3	March 2026	Updated, terms changed	Updated, terms changed
V4	December 2016	Updated	Updated
V5	March 2017	Updated	Updated
V6	July 2017	Updated	Updated
V7	July 2018	Updated	Updated
V8	July 2019	Updated	Reviewed
V9	October 2020	Updated	Reviewed

V10	October 2021	Reviewed	Reviewed
V11	November 2023	Updated	Updated
V12	December 2024	Reviewed – no changes needed	Reviewed – no changes needed
V13	January 2025	Amalgamated flexible free entitlement into payment policy	Amalgamated flexible free entitlement into payment policy after GLT feedback

Payment Policy

We aim for our setting to be realistic and flexible with our fees and payment policy whilst being competitive in the nursery marketplace; however, it is necessary within our nursery to have set guidelines, so we are all clear of our expectations.

- If the days are available that you require, a non-refundable registration fee of £30 will be required to secure your place. Once your child starts at nursery the £30 will be refunded from your first month's fees. Students/staff of GIFHE will be eligible for a 50% discounted rate on the registration fee.
- Once your child has been registered with us you will be invoiced for the sessions you have booked for your child until we receive your written notice, as these are classed as permanent bookings.
- Upon leaving the nursery four weeks written notice is needed to cancel this contract and to pay for all sessions during the 4 weeks notice period. If you leave before the notice period ends you will still be liable for the fees during this period.
- Four weeks written notice is required to decrease sessions.
- All fees should be paid in advance and in full for the week / month your child is attending by cash, card, cheque or standing order (to be set up with the Finance department).
- Late collection of children past their session times will incur a charge of £5 per 15 minutes of lateness. A charge of £5 per 15 minutes will also be applied if children are brought to nursery before the pre booked session time

Between 0-15 minutes early/late = £5

Between 15-30 minutes early/late = £10

Between 30-45 minutes early/late = £15

Between 45 – 60 minutes early/late = £20

- If fees are in arrears by 28 days from the date of invoice the nursery has the right to suspend the place until such arrears have been paid in full. If after a further 14 days payment has not been received, then the registration will be cancelled which will include the 4 weeks' notice period.
- All invoices are due, in full within 7 days of invoice Payment plans can be set up with our finance department.
- All missed sessions including child illnesses are payable in full.

- Children who attend the setting all year round are eligible for 2 weeks holiday on a pro-rata basis to their booked sessions, all holidays are still payable at 50% of their usual session cost. Holidays will run from September-August.
- Children who are 'term time only' do not receive additional holiday weeks and will have to pay a 50% retainer of the booked sessions to keep their childcare place over the holiday periods. This will apply to anyone who registers for a term time place including all students receiving Learner Support Fund (LSF) and Student Finance England (SFE). However, if you decide to keep your child attending for limited sessions through the holidays you will be required to pay the full 100% of the session cost. This retainer will not be charged for the summer period but for all other holidays will apply.
- Parents who are in receipt of Student Finance must ensure all childcare costs are paid for in line with this policy, it is your responsibility to pay for these fees and any outstanding fees are liable to the parents.
- Parents who have applied for Student Finance but have not yet been approved will be granted a 6-week period from the date of invoice to secure the grant. From this date the parent is liable to pay fees in line with this policy.
- Debt collection proceedings will be commenced to recover all monies owing, starting with the Institute's Finance department and may include the use of an external debt collection agency and/or legal action if required.
- All bank holidays are refunded at 100% and the Christmas week is refunded at 100% this will be represented on the monthly invoices as appropriate.
- The management team frequently review the nursery fee structure. As a nursery we reserve the right to increase the fees at any time giving the parents/carers at least 4 weeks' notice prior to the increase.
- As a setting we aim to offer the flexible free entitlement (FFE) as flexibly as we can to enable children to access their full entitlement however these sessions need to suit the needs of the business too.

The following pages will set out clearly how as a setting we offer this entitlement.

- If you are entitled to 15 or 30 hours we offer the following sessions:

Session:	Hours:
8am-6pm	10
8am-1pm	5
1pm-6pm	5
9am-12pm	3

1pm-4pm	3
9am-3pm	6

- If you are term time only your funding will be used over 38 weeks and your child/ren will not be at nursery during the school holidays
- As a setting we only offer 8 spaces for a 9-3 session per pre-school room and 4 spaces per toddler room. This is for us to maximise our ratio's. These places are issued on a first come first served basis.
- If your sessions equal more than either the 15 or 30 hours you will obviously pay a top up in terms of your fees. The invoices you receive will have taken into account the funding allocation and the amount on the invoice is the payable amount.
- If you attend the setting on a term time basis but attend more than just your funded sessions whereby you pay a top up the half terms will be payable at 50% of your additional hours as stated within our payment policy.
- Please note that if you remove your child from our setting prior to 'headcount' day you will be liable for the 15 hours each week for each week your child attended. For example – if your child started nursery on 3rd September but left 2 weeks later, your child will not have been here for headcount day which is usually around the middle of the month then we as a setting cannot claim 15 hours funding for your child and you will be invoiced for 2 weeks of the sessions equalling 15 hours. This will apply for the 30 hours funding too.
- We offer 'stretched funding' at nursery for 49 weeks of the year. This means your funded hours will be calculated so your child is able to attend all year round for the same fee each week. The formula for stretched funding is calculated as follows:
The amount of hours per week x 49 weeks per year (this includes the 2 weeks holiday you're entitled to plus the week at Christmas for which we are closed).
Divide this amount by 38 weeks (the usual amount of weeks for funding).

For example, if a child is eligible for 30 hours funding but wanted to use stretched funding and attends the nursery for 19 hours per week:

$$19 \times 49 = 931$$

$$931 / 38 = \mathbf{24.5}$$

We would claim for **24.5** hours so the child could attend all year round for the same price.

- Please note stretched funding only applies if your child has an 'all year round' place and is eligible for 30 hours.
- If you choose to have meals additional to your funded sessions these are payable either on a weekly or monthly basis. Please also note that these are still payable if your child does not attend the session as meals are ordered on a weekly basis so would have been ordered the week before.
- If you claim for 30hrs please note that it is your responsibility to reconfirm your code. We will remind you near the time renewal is due, however the overall responsibility lies with the parents/carers. If you do not reconfirm your code in time and the term has already started you will only receive the 15 universal hours and you will be liable for the additional 15 hours cost.
- If your child is eligible for 30 hours, or 2 year working families funding and from September 2024 9 month funding for working families the DERN code will need to be checked on the funding portal by the nursery before a place can be offered. We will ask you to either sign a slip or fill in a Parental Declaration form to give us permission to check your DERN code. The result of this quick check will determine what happens next regarding your child's place at nursery.
- Each new funding term we require you to fill in a 'Parental Declaration' form. The form must be fully completed, with no exceptions, so we are able to claim funding for your child.
- Headcount day requires us as a setting to enter the funded children's details onto the funding portal, which is managed by North East Lincolnshire Council's Funding team. Once Headcount has closed on the portal, we **WILL NOT** be able to accept or claim for any **NEW 30 HOUR CODES**.

Entitlement:

Please refer to the table below to check when your child will be eligible for their 3 year 15 hours universal funding...

Three and four year old funding

Universal 15 hours funding – ALL 3 and 4-year-old children are eligible for 570 hours a year (15 hours a week for 38 weeks a year), the term after their 3rd birthday, up until they enter reception or they are Statutory school age (the term after they are five). This is known as the Universal offer of Flexible Free Entitlement

A Child born on or between	Will become eligible for a free place
1 April and 31 August	1 September following their third birthday
1 September and 31 December	1 January following their third birthday
1 January and 31 March	1 April following their third birthday

(Table taken from www.childcarechoices.gov.uk)

For all other queries regarding all types of funding, including how and when to apply, please visit:

www.childcarechoices.gov.uk

Or call the funding team on:

(01472) 326292 and choose **option 1**.

