

**Culverstone Green Nursery Funding and Payments Policy Structure**

**Charity No: 801359**

At Culverstone Green Nursery we believe in open communication with all parents /carers and staff and therefore present this fee structure in order that charges are fully understood.

All 2,3,4-year-old children paying the hourly rate, accessing FEE, FF2 or working families funding will follow our funded delivery pattern, the funding delivery pattern for the setting is **Monday to Friday 08:45-12/12:30 morning session, 12/12:30-3:15 afternoon session. All day is two sessions 08:45-3:15. Thursday 08:45- 12:00. For those children accessing any sessions, hours must be taken during these times inc. and payment is to be made for an entire session. Any further wrap around hours accessed are payable for the full session’s hours thereafter. Should you wish to drop off or collect your child earlier, a full session is payable. This will ensure that your child’s place is kept open, and the setting remains sustainable.** It is essential that families claiming working families funding apply for their code the term before a child commences as this must be validated by the Nursery. Parents must then validate their code every three months. **Children whose codes have not been validated will be charged at the hourly sessional rate.** Children should attend a **minimum** of two sessions subject to availability.We are open for 38 weeks a year, closing on Bank Holidays. Parents must inform the setting of absence by 10am via dojo or email.

**Fees:** for children not in receipt of funded hours or those taking wrap around hours outside of funding fees are chargeable at our hourly rate (shown on table 1) and payable on receipt of invoice. Fees are reviewed regularly, or in the event of any changes to the LA Code of Practice, rise in costs, and circumstances needed to maintain sustainability of the Nursery. Any changes to the hourly rate will be advised in writing before the increase takes place. **Failure to pay fees promptly could forfeit your child’s placement in Nursery.**

**In addition to payable fees, you will be invoiced termly for snacks and consumables at £1 per session (am and pm) per child.**

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| **HOURLY RATE** | **£8.00** |

**Funded Education:** At present as a registered charity the Nursery only offer the **UNIVERSAL** hours for funded children of up to 15 hours and **NOT** the **EXTENDED** (30 hours) per week to support our sustainability. You will be required to note Culverstone Green Nursery as your child’s primary setting on the parent declaration form when your child becomes eligible.

**Illness/Absence: *Fees are still required to be paid*** and no refund will be given in the event of a child’s absence due to illness, holiday, or any other reason.

**Closure:** Should the Nursery be unable to open due to bad weather or any unforeseen circumstances, parents will have it discounted from their next invoice. Should closure need to take place halfway through a session, a refund will not be given in this instance.

**Late Pick Up:** Children **must** be collected **promptly** at the end of a session. Should a parent/carer fail to collect their child a late collection fee will be chargeable. **If further late collections persist, you will be required to collect your child at an earlier time, but the full session will be payable. Continual late collection will inevitably forfeit your child’s placement in the Nursery.**

**Late Payments**: Fees are to be paid on receipt. If you are experiencing financial hardship please speak, in confidence to the Manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled your child’s place will be forfeited. We reserve the right to amend our usual payment terms to payment in advance.

**Payment methods:** Invoices can be settled by BACS, cash, or children’s voucher schemes.

**FEE and additional FEES**: All children become eligible for funded education the term after they become 3. Some 2-year-olds may be eligible for funding subject to eligibility. (Please check with the Manager to see if your child qualifies for FF2 or working families funding.) A child is eligible for funded places at the start of the term after their second (if eligible) or third Birthday in line with the Department for Education table:

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| A CHILD BORN ON OR BETWEEN | WILL BECOME ELIGIBLE FOR A FREE PLACE FROM |
| 1st April and 31st August | Start of Term 1, in September following their 2nd/3rd Birthday |
| 1st September and 31st December | Start of Term 3, in January following their 2nd/3rd Birthday |
| 1st January and 31st March | Start of Term 5, in April, following their 2nd/3rd Birthday |

**Fee over 38 weeks**: Each child will be funded to a maximum of 15 hours per week over a **minimum of 2 sessions** up to 570 hours per year. No sessions are longer than 10 hours per day or shorter than 2.5 hours per day for 38 weeks per year.