



NURSERY FEES POLICY

APPROVED:

REVIEW:

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Waterside Primary Academy Nursery aims to provide high-quality, flexible, and affordable early education. This policy forms part of the contract between parents/carers and the school. It ensures transparency regarding free early education entitlements and charges for additional sessions.

1. Early Years entitlement and funding.

All eligible children are entitled to government-funded early education.

- Universal Entitlement: All 3- and 4-year-olds are entitled to 15 hours of funded childcare per week (570 hours per year).
- Extended Entitlement (30 hours): Working families who meet the government's eligibility criteria may claim up to 30 hours of funded childcare per week.
- Two-Year-Old Funding: Eligible 2-year-olds from disadvantaged backgrounds or working families may also access 15 hours of funding.
- *Funded hours can be used flexibly across our nursery sessions, subject to availability*

2. Fees, notices, and financial obligations.

1 hourly rates and fee structure

- Two-year-old provision rate: All non-funded provision, top-up hours, and additional sessions for two-year-old children are billed at a flat rate of £9.00 per hour.
- Three- and Four-year-old provision rate: All non-funded provision, top-up hours, and extended day choices for three- and four-year-old children are billed at a flat rate of £7.00 per hour.
- Billing unit: Sessions are billed in blocks according to the daily timetable. Rates are fully inclusive of core operational costs.

3. Voluntary snack charges & additional costs.

- Voluntary snack contribution: The nursery provides daily healthy snacks and drinks. To help cover these costs, a voluntary contribution of £1 per week is requested from parents. Because this charge is voluntary, parents who

choose not to pay are permitted to provide their own healthy snacks for their child in accordance with the school's healthy eating policy.

- Trips and special events: educational visits, school trips, and external specialist workshops are not covered by standard hourly fees or government funding. These will be charged as separate, additional costs on an ad-hoc basis. While parental contributions for school-time trips are voluntary, the school reserves the right to cancel an event if it is financially unviable due to insufficient funding.

4. Invoicing and advance billing cycles.

- Two-month advance invoicing: To ensure operational sustainability, invoices for all paid hours, extended sessions, and consumables are generated and issued to parents two (2) months in advance of the childcare being delivered.
- Payment terms: Invoices are issued digitally at the beginning of the billing month and must be settled in full within 14 calendar days of the invoice date.

5. Late payment administrative fees & account suspension.

- Late payment penalty: If an invoice remains unpaid after the due date, a flat £20.00 late payment administration fee will be automatically applied to the family's account.
- Arrears action & suspension: The school reserves the right to suspend additional paid top-up hours or extended day care with immediate effect if an outstanding balance is not cleared within 7 days of the penalty charge notice. The statutory universal 15-hour entitlement will not be affected by paid-hour fee arrears, though the timing of those hours may be adjusted to fit core session availability.

6. Notice periods for changing hours or withdrawal.

Parental notice obligation: Parents must provide one full school term's notice in writing to the Headteacher if they wish to:

- Reduce their child's scheduled paid/top-up hours.
- Withdraw their child from the nursery setting entirely.
- Financial Liability in Lieu of Notice: If a child is withdrawn or hours are reduced without a full school term's written notice, parents remain fully liable for the fees equivalent to one school term's billed provision.

7. Notice periods for fee adjustments by the school.

- School notice obligation: The Academy Trust reviews nursery fee structures annually. To ensure absolute transparency and compliance with consumer protection regulations, the school will provide parents with a minimum of half a school term's notice in writing prior to implementing any changes to hourly costs or fee structures.

8. Late collection penalty charges.

- Late pick-up tariff: The nursery operates strict staff-to-child ratios tied to specific session timings. If a child is collected after their scheduled session end-time (e.g., after 11:45 am, 3:15 pm, or any other pre-booked pick-up time), a late collection fee of £10.00 for every 15 minutes (or part thereof) will be billed to the parent.
- Escalation protocol: This charge is mandatory and designed to cover emergency staff overtime costs. Repeated late collections will trigger a formal meeting with the nursery management team and may result in the forfeiture of the child's extended or paid day place.

9. Absences and closures.

- Illness / holidays: Booked non-funded sessions remain payable if your child is absent due to illness or family holidays.

10. Policy updates.

- This policy is reviewed annually. Any changes to fee rates will be communicated to parents with at least half a terms written notice.