



Nursery School

37 Parkside

Cambridge CB1 1JE

Tel. 01223 357181

www.ace-nursery-school.org.uk

ace\_nursery@tiscali.co.uk

## Fee Policy

### 2018/19 academic year (i.e. September 2018 – August 2019)

Proposed by: The Finance Team comprising: Matthew Chester (Chair), Jerry Toner (Treasurer), Lisa Tuohy (Headteacher), Sarah Piotrowski (ACE Day Nursery Manager) and Sarah Ransome (Office Manager) on 25 June 2018

Reviewed and approved by: Full ACE Parents' Committee on 2 July 2018

Period covered: 2018/19 academic year (i.e. September 2018 – August 2019)

Next review due: 1. Full policy review in the Summer Term 2019, before commencement of the new school year 2019/20.  
2. Monthly during the course of the 2018/19 academic year as part of the monthly financial review.  
3. Immediately following any change to Early Years Funding.

Session times:	Early Morning	8.30am-8.45am
	Morning	8.45am-12.30pm
	Lunch*	12.30pm-1.30pm
	Afternoon	1.30pm-4.00pm
	After-school club ("ASC") (short)	4.00pm-4.30pm
	ASC (long)	4.00pm-5.30pm

\*Children bring a packed lunch

Fee rates: Two year old fees are charged at £6.60 per hour. To work out the termly cost of fees for a two year old, multiply the number of hours your child attends ACE on a weekly basis by £6.60 and also by 38 (the number of term time weeks each academic year) before dividing this by 3 (as we have three terms). For example, a child attending four days per week (8.30am – 5.30pm) is at ACE for 36 hours per week so his/her termly fees will be  $(36 \times £6.60 \times 38) / 3 = £3,009.60$ . The following table sets out the approximate termly fees for two year old children at ACE Nursery School. They represent the termly cost of one session per week.

	Termly fee		Approximate cost:	
			Per session	Per hour
Early Morning	<b>£20.90</b>		£1.65	£6.60
Morning	<b>£313.50</b>	£24.75	£6.60	
Lunch*	<b>£83.60</b>	£6.60		£6.60
Afternoon	<b>£209.00</b>	£16.50		£6.60
ASC (short)	<b>£41.80</b>	£3.30		£6.60
ASC (long)	<b>£125.40</b>	£9.90		£6.60

\*Children bring a packed lunch

Fees for three and four year old children are charged as follows: the first fifteen hours per week are free for children eligible for Universal Early Years Funding and then each additional hour (or part thereof) is charged at £7.90 per hour. For a three year old child attending two days per week (from 8.45am – 4.30pm) i.e. 15.5 hours per week, the termly cost of his/her fees is calculated as follows: 0.5 hours x

£7.90 x 38 weeks we are open during term time, all divided by 3 i.e. £50.03 per term.

These fees are usually applicable from the term after a child's third birthday (see section below on Early Years Funding for specific dates).

Parents are reminded that there is a Bursary Fund (see separate section below) that may help towards the cost of fees in certain circumstances.

**Discounts and refunds:**

As in the past, there will be no discounted fee rates. No refunds are available for sessions missed due to illness, holidays or absence during term-time. There will be no refunds if ACE Nursery School is closed due to adverse weather (e.g. snow), heating failure or other similar circumstances. Similarly, there are no refunds for bank holidays falling in term-time or for days missed at the start or end of term arising from the particular start/finish dates each term. There are no discounts for twins, triplets or siblings.

**Early Years Funding ("EYF"):**

All three and four year old children are entitled to up to fifteen hours of universal early years funding per week free of charge (for 38 weeks of the year) from the term after their third birthday. For children who turn three between 1 September and 31 December, they are eligible for EYF from the following spring term. For children who turn three between 1 January and 31 March, they are eligible for EYF from the summer term. For children who turn three from 1 April and 31 August, they are eligible for funding from the following autumn term. At ACE we do not spread the entitlement over more than 38 weeks, as many children do not use the holiday playschemes.

With effect from September 2017, the government introduced an extended entitlement such that an additional fifteen hours of funding per week may be available to three and four year old children of working parents, if certain criteria are met. Since the rate at which ACE Nursery School would be funded to provide this extended entitlement is too low to cover our costs (£4.04 per hour, frozen until at least 2020) regrettably we are not in a position to offer this extended entitlement to eligible families. We constantly strive to provide all ACE children with the best possible early years pastoral and learning experience and we do not wish to compromise either the quality of our staff team or the existing staff:child ratios required to achieve this aim. We also look to pay all permanent teaching staff at least the real living wage rate as calculated by the Living Wage Foundation (£8.75 per hour at the time of publication of this policy). With the level of government funding fixed at £4.04/hour for the foreseeable future, we are therefore only in a position to offer the fifteen hours of universal early years funding per week.

Early Years Funding cannot be used to pay for holiday playschemes or extra sessions.

Parents are required to sign a Cambridgeshire County Council Parent/Carer Declaration Form at the beginning of the first term in which their child becomes eligible for funding, in order to claim their free sessions for that term (and the remainder of that academic year). If it is the first time you are claiming, we need to see proof of date of birth e.g. birth certificate or passport. At the start of each term parents must commit to a pattern of funded hours for the whole term. Increases in hours of attendance are unlikely to be funded part way through the term. Fees will be charged for any additional hours taken. There is no requirement to transfer the funding between childcare providers once the Parent/Carer Declaration Form has been agreed. If you know that you will be moving providers mid-term, this should be reflected in the Parent/Carer Declaration Forms with each provider.

- One-off sessions: Subject to availability, it may be possible for a child to have an extra session or lunch hour at the following rates. Extra sessions must be paid for on the day (or sooner) on the following basis:
- £1.98 per early morning session
  - £29.63 per morning
  - £7.90 per supervised lunch hour
  - £19.75 per afternoon
  - £3.95 per short ASC
  - £11.85 per long ASC
- If a parent notifies ACE that their child will be absent for a particular session or sessions (e.g. due to a holiday during term-time) these session(s) may be allocated to another child. Should your plans change after notifying ACE of absence, for example the holiday is cancelled, the original session may have already been allocated to another child.
- Unfortunately it is not possible to swap a child's regular weekly sessions for alternate sessions in a particular week. If extra sessions are available, parents may pay for an extra session, at the rates set out above.
- Payment of fees: All fees are payable by the end of the first week that a child attends ACE after each holiday period. They may be paid termly or half-termly, as preferred, by one of the following methods (although we prefer online payment and/or electronic childcare voucher/Tax-Free Childcare payments as these save us administration time and banking costs):
- online** to our bank account (Lloyds, sort code: 30-13-55, a/c no. 02629997), please give your child's name as a reference;
  - by cheque** (made payable to ACE Nursery School (Cambridge) Ltd) placed in the fees box in the parents' room - please write your child's name on the reverse of the cheque;
  - in **cash** handed to a member of staff in a marked envelope;
  - via childcare **vouchers**;and
  - via the government's **Tax-Free Childcare** scheme.
- Unpaid fees: Should fees remain unpaid at the appropriate time as set out above, the following action will be taken:
- financial administrator/office manager will contact the parent by email, telephone or in a written note requesting payment by return;
  - should the fees remain unpaid for a further 7 days after this action, a formal letter requesting payment of the outstanding fees will be sent;
  - should the fees still remain unpaid 7 days after the date of the letter described above, a final letter requesting payment of outstanding fees will be sent stating that if the fees remain unpaid 7 days after the date on the 2<sup>nd</sup> letter, the child's place will be forfeited and offered to another child; and
  - we may pursue the unpaid fees through the small claims court or take other legal action to recover the debt.
- Use of childcare vouchers: Payment of fees can be made by childcare vouchers. However, to ensure that payment by this method does not lead to excessive extra administration or a delay in ACE receiving the money, parents are required to:
- notify us of their intention to pay by voucher, specifying which voucher provider is to be used and the amount and frequency of payments;
  - build up a pot of money before the start of term, by paying one or two monthly contributions prior to when they wish to start paying in this way, to enable them to pay full fees at the normal times; and

- ensure all voucher payments for a particular term are received before or during the first week after the half-term holiday. Where payment is not received within this timescale, the outstanding balance will immediately become due and will need to be paid in the usual way by electronic transfer, cheque or cash. Any voucher payments received more than one week after the half-term holiday will be credited against the next term's fees.

- Bursary fund:** ACE Nursery School seeks to provide financial assistance towards the cost of fees in some of the following cases: students, single parents, families on low incomes and families with temporary financial difficulties. An application form for bursary fund assistance is available in the parents' room. This requires a parent to set out their financial position (income, outgoings, assets, liabilities etc.) together with supporting documentation, which will then be reviewed confidentially by the Headteacher. Awards are usually granted for a term and relate to the provision of a particular session for free, rather than a monetary amount e.g. the parent is informed that ACE will provide say a morning or afternoon session(s) for free for the term.
- Co-op hours:** The parents of each child are required to undertake five co-op hours per term. Those parents with children at both ACE Nursery School and ACE Day Nursery, or with two or more children at the Nursery School, will only need to complete one set of co-op hours. Staff with children at ACE are exempt from co-op hours.
- Parents who are not able to complete their co-op hours for some reason will be invoiced at £15.00/hr for co-op hours not completed. Neither childcare vouchers or the Tax-Free Childcare scheme can be used to pay for co-op hours due to the tax treatment of the payments at source.
- Invoices:** Invoices will be issued to parents of children at ACE Nursery School at the start of each term in the attached format.
- Holiday playschemes:** As usual, there will be holiday playschemes during the half-term holidays, at Easter and for four weeks during the summer holiday. See the separate 'Term Dates 2018-2019' for specific dates. There will be no Early Morning Session or Short ASC during playschemes, but otherwise all session times will be the same as during term-time. The total number of children will be limited to 16 per session and fees are payable as follows:
- Morning: £23.25  
Lunch: £6.20  
Afternoon: £15.50  
ASC: £9.30
- Early Years Funding is not available towards the cost of holiday playschemes for the reasons set out above. Places are allocated on a first-come, first-served basis and payment must be made at the point of booking. Refunds are not available if a child does not attend the playscheme and we are unable to swap sessions once booked.
- Late collection charge:** If a parent is late to pick up a child from any session, a late collection fee is applicable as follows: £5 for the first 15 minutes of delay (or part thereof) and a further £5 for each 10 minutes after that (or part thereof). These charges are at the discretion of the Headteacher and a phone call to explain any delay may avoid some or all of the charge.
- Written notice:** Each child is expected to attend ACE for at least one full term. Parents must give a half-term's notice in writing before withdrawing their child from the school or

reducing their child's sessions. If this is not done, they will be required to pay the fees for the following half-term. The half-term's notice does not include holiday periods (and half a term is typically seven weeks long).

When a child starts a new session or sessions and/or drops a session or sessions part way through a term (and appropriate written notice of these changes has been given, as set out in the paragraph above) fees are calculated by comparing the cost of individual sessions at the one-off rates shown above with the half-termly rate. The lower of these figures will then be charged. For example, if a two year old child drops the morning session (8.45am – 12.30pm) five weeks after term has commenced (having previously given half a term's written notice to this effect) fees will be calculated as follows: The termly rate for a morning session is £313.50, so for half a term it is £156.75. We then compare this with the number of sessions in the term (before the change of sessions) charged at the one-off session rate of £29.63 per morning. If notice was given to drop the session with effect from the start of week five in the term, the child will have been eligible to attend four mornings that term i.e  $4 \times £29.63 = £118.52$ . As this is lower than the half-termly rate of £156.75, the child's morning sessions for the first part of the term would cost £118.52.



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September 2018

## INVOICE

### Fees – Autumn Term 2018

[Insert name]

Fees due ( <i>see overleaf for calculations</i> )	£
Plus: outstanding fees from last term	
Less: credit brought forward from last term	
<b>Net fees due:</b>	£

Fees must be paid by the end of the first week that your child attends ACE after each holiday period. They may be paid termly or half-termly as preferred by the following methods:

1. Online to our bank account:  
Lloyds, Sort Code: 30 13 55 Account no. 02629997  
Please give your child's name as a reference;
2. By cheque made payable to ACE Nursery School (Cambridge) Ltd. Place in the fees box in the parents' room and please write your child's name on the reverse;
3. Cash – please put in an envelope marked with your child's name and hand to a member of staff;
4. Via electronic childcare vouchers – please ask your employer if they provide this facility. Please note that if you are paying by voucher you need to start salary deductions early enough to build up a credit to pay our fees at the start of each term or half-term. Although deductions are made monthly from your salary, our fees are due termly/half-termly in advance; or
5. Via the government's Tax-Free Childcare scheme (please let us know your 12 digit reference number so we can identify your payment).

## Calculation of fees due for children eligible for funding

Sessions	Mon	Tues	Wed	Thu	Fri	Total
Start time						
Finish time						
Hours attended						
Free universal hours						
Chargeable hours						
Termly cost @ £7.90/hr for chargeable hours [(No. of chargeable hours x £7.90 x 38 weeks we are open) / 3 terms]						

TO CLAIM YOUR FREE HOURS, PLEASE COMPLETE THE ATTACHED “PARENT/CARER  
DECLARATION FOR FREE ENTITLEMENTS 2018/19” AND RETURN IT TO ACE IMMEDIATELY.  
PLEASE LET US KNOW IF YOU ARE ALSO CLAIMING FUNDING AT ANOTHER SETTING.

If this is your first funding claim, please bring proof of date of birth for your child (passport/birth  
certificate) and show it to a member of staff.

## Calculation of fees due for children not eligible for funding

Sessions	Mon	Tues	Wed	Thu	Fri	Total
Start time						
Finish time						
Hours attended						
Chargeable hours						
Termly cost @ £6.60/hr for chargeable hours [(No. of chargeable hours x £6.60 x 38 weeks we are open) / 3 terms]						