



Nursery School

37 Parkside

Cambridge CB1 1JE

Tel. 01223 357181

[www.ace-nursery-school.org.uk](http://www.ace-nursery-school.org.uk)

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## Fee Policy

### Autumn Term 2016 (until further notice)

Proposed by: The Finance Team comprising: Michelle Wright (Chair), Jerry Toner (Treasurer), Lisa Tuohy (Headteacher), Sarah Piotrowski (ACE Day Nursery Manager) and Sarah Ransome (Office Manager), on 27 June 2016.

Reviewed and approved by: Full committee on 5 July 2016.

Period covered: Autumn Term 2016, until further notice (usually one academic year).

Next review due:

1. Full policy review in the Summer Term 2017, before commencement of the new school year 2017/18.
2. Monthly during the course of the 2016/2017 academic year as part of the monthly financial review.
3. Immediately following any change to Early Years Funding.

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Session times:	Early Morning	8.30am-8.45am
	Part Morning*	8.45am-11.15am
	Full 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

\*Available only to children eligible for funding

\*\*Children bring a packed lunch

Fee rates: The following fees are applicable to children at ACE Nursery School under the age of 3 years. They represent the termly cost of one session per week.

	Termly fee	Approximate cost:	
		Per session	Per hour
Early Morning	£20.75	£1.64	£6.56
Morning	£285.00	£22.50	£6.00
Lunch**	£90.00	£7.11	£7.11
Afternoon	£170.00	£13.42	£5.37
ASC (short)	£42.00	£3.32	£6.63
ASC (long)	£126.00	£9.95	£6.63

\*\*Children bring a packed lunch

The following fees are applicable to children at ACE Nursery School aged 3 years+. They represent the termly cost of one session per week.

	Termly fee	Approximate cost:	
		Per session	Per hour
Early Morning	£20.75	£1.64	£6.56
Part Morning*	£120.00	£9.47	£3.79
Full Morning	£285.00	£22.50	£6.00
Lunch**	£90.00	£7.11	£7.11
Afternoon	£120.00	£9.47	£3.79
ASC (short)	£42.00	£3.32	£6.63
ASC (long)	£126.00	£9.95	£6.63

\*Available only to children eligible for funding

\*\*Children bring a packed lunch

These fees are applicable from the term after a child's third birthday.

Fees for the part morning and afternoon sessions are tied to the level of Early Years Funding ("EYF") received from Cambridgeshire County Council ("CCC") at £3.79/hr. The termly fee rate is based on 38 weeks divided over 3 terms. The 38 weeks are linked to Early Years Funding (see separate paragraph below).

The part morning session was introduced to enable ACE to comply with the CCC Code of Practice on funding. Without this, parents would not be able to access EYF at ACE in the mornings. However, children attending the short, part morning session will not have the opportunity to participate in the full range of planned morning activities. Moreover, if parents opt out of the full morning sessions to save money, this would undermine ACE's financial position as the rate at which ACE is funded by CCC is not sufficient to cover our costs. The part-morning session is only available to children eligible for funding. 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 either from staggered entry in September or the particular start/finish dates each term.

#### Early Years Funding:

This is available for most children from the term after their third birthday; however, specific dates apply. Further information can be obtained from the Nursery School.

Eligible children are entitled to access up to 15 hours per week of early years provision over 38 weeks of the year. At ACE we do not spread

the entitlement over 50 weeks as we are not open for this many weeks of the year and many children do not use the holiday playschemes.

The minimum claim is 2.5 hours in any one day. The maximum claim at ACE is 5 hours per day. The cost of afternoon and part-morning sessions is covered by EYF (up to a maximum of six sessions per week). Full morning sessions include 2.5 hours of funded time. EYF cannot be used to pay for early morning sessions, lunch, afterschool club, holiday playschemes or extra sessions. To access the full 15 hours of EYF per week, a child would need to take a combination of six part-morning, full morning or afternoon sessions per week.

Parents are required to sign a CCC Funding Application 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 Funding Application Form has been agreed. If you know that you will be moving providers mid-term, this should be reflected in the Funding Application 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 a higher rate than the normal rate. Extra sessions must be paid for on the day (or sooner) on the following basis:

- £2.00 per Early Morning Session
- £25.50 per full morning
- £8.00 per supervised lunch hour
- £15.00 per afternoon
- £4.00 per short ASC
- £10.50 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, as 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 payments as these save us administration time and banking costs):

- online** to our bank account (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; and
- via childcare **vouchers**

**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 (ACE has a form that parents can complete to this effect);
- build up a pot of money before the start of term, by paying 1 or 2 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 1 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 and outgoings), together with supporting documentation, which will then be discussed confidentially by the Headteacher and the Chair (or the Treasurer in the absence of the Chair). 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 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 £14.40/hr for co-op hours not completed. Childcare vouchers cannot 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 2016-2017' 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: £21.50  
Lunch: £7.20  
Afternoon: £13.50  
ASC: £8.25

EYF 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.

**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 half a 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.

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 have been given pursuant to 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 £285, so for half a term it is £142.50. 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 £25.50 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  $4 \times £25.50 = £102.00$ . As this is lower than the half-termly rate, the child's morning session would cost £102.00.

September 2016



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## INVOICE

### Fees - Autumn Term 2016

Fees due ( <i>see page 2 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 TSB, 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; or
4. Via childcare vouchers - please ask your employer if they provide this facility. We prefer electronic vouchers rather than paper vouchers (which involve considerably more admin!). 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.

## Calculation of Fees Due for children eligible for funding

Sessions	Mon	Tues	Wed	Thu	Fri	Total hours
Start time						
Finish time						
Total hours/day						
<b>Comprising:</b>						
Free hours/day						
Chargeable hours/day (early morning session)						
Chargeable hours/day (part mornings and afternoons)						
Chargeable hours/day (remainder of mornings)						
Chargeable hours (lunch)						
Chargeable hours/day (After School Club)						

Termly cost of chargeable hours	
Early Mornings - £83/hr/term (equivalent to approx. £6.56 per hour)	
Part mornings & afternoons - £48/hr/term (approx. £3.79 per hour)	
Remainder of mornings - £132/hr/term (approx. £10.42 per hour)	
Lunch - £90/hr/term (approx. £7.11 per hour)	
After school club - £84/hr/term (approx. £6.63 per hour)	
<b>Total fees due:</b>	

**TO CLAIM YOUR FREE HOURS THIS TERM, PLEASE COMPLETE THE  
ATTACHED "FUNDING APPLICATION FORM 2016/17"  
AND RETURN IT TO ACE IMMEDIATELY.**

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.

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

Sessions	Mon	Tues	Wed	Thu	Fri	Total
Early Morning						
Morning						
Lunch						
Afternoon						
ASC - Short						
ASC - Long						
<b>Total</b>						