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## ACE Day Nursery Fee Policy

### 2025/26 academic year (from September 2025 until further notice)

Approved by:	ACE Parents' Committee on 2 July 2025
Period covered:	From 1 September 2025 to the end of the 2025/26 academic year, unless updated during the school year. We reserve the right to change fees part way through the year.
Next review due:	<ol style="list-style-type: none"><li>1. Full policy review in the Summer Term 2026, before commencement of the new school year 2026/27.</li><li>2. Monthly during the course of the 2025/2026 academic year as part of the financial review process.</li><li>3. Immediately following any change to Early Years Funding (which usually takes place in March/April).</li></ol>

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Session times:	Full day: 8.30am-5.30pm
Minimum attendance:	We require a minimum attendance of two days per week.
Fee rates:	The following hourly fee rates are applicable to <u>one</u> year old children at ACE Day Nursery who are <u>not</u> eligible for Early Years Funding:

	Attending 2-3 days/week	Attending 4-5 days/week (approx. 9% discount)
Full day (8.30am – 5.30pm)	£11.00	£10.00

The following hourly fee rates are applicable to one year old children at ACE Day Nursery who are eligible for Early Years Funding:

	Attending 2-3 days/week	Attending 4-5 days/week (approx. 9% discount)
Full day (8.30am–5.30pm)	Nothing to pay for funded hours of up to 30 hours/week for 38 weeks of the year and additional hours at charged at £11.00/hour.	Nothing to pay for funded hours of up to 30 hours/week for 38 weeks of the year and additional hours are charged at £10.00/hour. There is also a reduction on the total cost of additional hours equivalent to £1.00 per funded hour, representing the difference between ACE fees and the government's funding rate (currently £11.00 per hour).

The following hourly fee rates are applicable to two year old children at ACE Day Nursery who are not eligible for Early Years Funding, from the month after the one in which they turn two years of age:

	Attending 2-3 days/week	Attending 4-5 days/week (approx. 9% discount)
Full day (8.30am – 5.30pm)	£9.90	£9.00

The following hourly fee rates are applicable to two year old children at ACE Day Nursery who are eligible for Early Years Funding (“EYF”), from the term after the one in which they turn two years of age (to match the government’s funding periods):

	Attending 2-3 days/week	Attending 4-5 days/week (approx. 9% discount)
Full day (8.30am – 5.30pm)	Additional hours over and above funded hours (of up to 30 hours/week for 38 weeks of the year) are charged at £9.90/hour. It’s important to note that EYF is not intended to cover the full cost of childcare so there are charges of up to £14 per day for snacks, lunch, tea and additional enrichment activities like yoga, sessions in languages other than English and non-food consumables like sun-cream.	Additional hours over and above funded hours (of up to 30 hours/week for 38 weeks of the year) are charged at £9.00/hour. It’s important to note that EYF is not intended to cover the full cost of childcare so there are charges of up to £14 per day for snacks, lunch, tea and additional enrichment activities like yoga, sessions in languages other than English and non-food consumables like sun-cream.

If you are considering opting out of these elements, please first discuss your decision with the Day Nursery Manager. Please note that we require seven weeks’ notice (excluding closure periods) to process any such request. If parents choose to provide their own items before the notice period expires, the relevant charges will still apply. We cannot allow packed lunches and only home-prepared hot meals will be permitted that comply with our policy on allergens (they must be nut-free and from time-to-time other specific ingredients must be avoided depending on the allergies of children attending the nursery at that point). Opting out could lead to your child being excluded from meal times, certain activities and communications as well as social events.

**Calculation and payment of fees:** Fees are payable for the number of days your child is due to attend nursery over the school year, divided into 12 monthly payments. Invoices are issued at the start of the school year. Fees are charged on a calendar month basis and are payable on or before the first day of each calendar month in advance.

There are no discounts for siblings, including twins or triplets, or other family relations.

The majority of children start at the Day Nursery in September each year. Settling in visits (usually two) are arranged for the first week or two in September and new children are given staggered start dates to ease the settling in process, as well as allowing staff to give the new children one-to-one attention. Fees are charged from the earlier of the child’s start date or Monday 15 September 2025.

Our Ofsted registration dictates that we can only take children once they are 12 months of age, so if a child’s first birthday falls in the middle of October, for

example, she/he would not be able to start until then. However, financially we cannot leave a place open for a child from the beginning of September until his/her first birthday, so should a child wish to start in say mid-October, parents are liable for fees from Monday 15 September 2025 to secure the place.

For any children starting later in the academic year, we are usually able to organise the settling in visits to take place before the child's first full day and therefore fees are normally charged from the first full day onwards.

Fees may be paid by one of the following methods:

-**online** to our Lloyds bank account (sort code: 30-13-55, a/c no. 03026919), please give your child's name as a reference; and

-via the government's Tax-Free Childcare ("TFC") scheme.

Use of TFC scheme:

Payment of fees can be made by TFC. However, to ensure that payment by this method does not lead to a delay in ACE receiving the money, parents are required to ensure they have sufficient funds in their TFC account to pay ACE fees at the required time.

**The TFC scheme cannot be used to pay for deposits, due to the tax treatment of the payments at source.**

Early Years Funding ("EYF")

The government's [Childcare Choices](#) website sets out the eligibility criteria for expanded EYF for one and two year old children for up to 30 hours per term-time week, and explains how to apply. Please provide ACE with your child's funding code issued by HMRC, together with your National Insurance number. There are specific application dates for funding codes. For example, children who turn one before the end of August 2025 may be eligible for expanded funding for the autumn term 2025 and parents must apply for the funding code before 31<sup>st</sup> August (although it is not recommended to leave it this late). Families are also required to complete the County's parent/carer declaration form and show us ID for their child (e.g. passport or birth certificate) to claim funding.

EYF is available to eligible parents for 38 term-time weeks per year. Since ACE Day Nursery is open for more than 38 weeks of the year, we stretch funding claims across the period we are open. This means that funding equates to less than 30 hours per week.

It's important to note that EYF is not intended to cover the full cost of childcare so there are charges of up to £14 per day for snacks, lunch and tea, as well as additional enrichment activities like yoga and sessions in languages other than English, and non-food consumables e.g. sun cream. If you are considering opting out of these elements, please first discuss your decision with the Day Nursery Manager. Please note that we require seven weeks' notice (excluding closure periods) to process any such request. If parents choose to provide their own items before the notice period expires, the relevant charges will still apply. We cannot allow packed lunches and only home-prepared hot meals will be permitted that comply with our policy on allergens (they must be nut-free and from time-to-time other specific ingredients must be avoided depending on the allergies of children attending the nursery at that point). Opting out could lead to your child being excluded from meal times, certain activities and communications as well as social events.

Refunds:

No refunds are available for sessions missed due to illness, holidays or other absence. There will be no refunds if ACE Day Nursery is closed due to adverse weather (e.g. snow), heating failure, public health outbreaks or other similar circumstances.

One-off extra days:

Subject to availability, it may be possible for a child to have an extra day and this will be charged at the hourly rate (for children not eligible for EYF) depending on the age of your child and how many days per week they attend (e.g. if your child is under two years of age, usually attends ACE three days per week and has an extra day, it costs £99, being 9 hours x £11.00/hr). No EYF is available to cover part or all of the cost of additional days.

Extra days must be paid for on the day (or earlier if you prefer).

If a parent notifies ACE that their child will be absent for a particular day or days (e.g. due to a holiday during term-time) these day(s) may be allocated to another child. Should your plans change after notifying ACE of absence, for example the holiday is cancelled, the original day may have already been allocated to another child.

If a child is not present for a particular day, it is not possible to swap that for a different day (e.g. where a child has a medical appointment on Tuesday and misses her/his regular Tuesday at ACE, it is not then possible to swap that for say Thursday). If there happens to be availability that Thursday, it is possible to book an additional day which must be paid for as set out above.

**Unpaid fees:**

Should fees remain unpaid at the appropriate time as set out above, the following action will be taken:

- Day Nursery Manager and/or financial administrator will contact the parent by email, telephone or in a written note requesting immediate payment;
- 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 withdrawn and offered to another child; and
- we may pursue the unpaid fees through the small claims court and/or take other legal action to recover the debt.

**Deposits:**

A returnable deposit is required when a place is accepted: £500 for a child attending two days per week, £750 for three days/week, £1,000 for four days/week and £1,250 for five days/week. The deposit will be returned when the child leaves ACE if seven weeks' written notice (excluding closure periods) has been given and fee payments are up to date. If this is not the case, the outstanding amounts will be deducted from the deposit and the net amount repaid.

If the child moves up to ACE Nursery School, the deposit (less any outstanding fees or co-op hours due at the Day Nursery) will be transferred to the Nursery School and deducted from the first term's fees. No deposits are held at the Nursery School.

If a child increases the number of days he/she attends nursery, an additional deposit will become payable to reflect the increased number of days.

Deposits are to be paid by online bank transfer, but not by TFC.

**Co-op hours:**

ACE was founded as a parents' co-operative almost 60 years ago and thrives on the close collaboration between parents, staff and children. The family of each child is required to undertake four co-op hours per term at the Day Nursery (i.e. one hour per month). Those parents with children at both ACE Nursery School and ACE Day Nursery, or with two or more children at the Day Nursery, will only need to complete one set of co-op hours. Staff with children at ACE are exempt from co-op hours.

**Late collection charge:**

If a parent is late to pick up a child, a late collection fee of £25 is applicable. This charge is at the discretion of the Day Nursery Manager and a phone call to explain any delay may avoid the charge. See our Late Collection Policy for further details.

**Written notice:**

Each child is expected to attend ACE Day Nursery for at least two months. Parents must give seven weeks' notice in writing (this excludes closure periods) before withdrawing their child from the Day Nursery or reducing their child's sessions. The seven weeks' notice does not include closure periods, so for example if notice is given by email on Monday 18 August 2025, the nursery is closed that week and only re-opens on Monday 1 September, so the one month of notice starts on 1<sup>st</sup>

September. If the appropriate notice is not given, fees for the full notice period will become chargeable (and will be deducted from the deposit in the case of a child leaving the setting).

**Withdrawal of place:** A child's place will be withdrawn if fees are not paid in accordance with this policy document or if a child does not attend the Day Nursery for two weeks or more without explanation.

**Moving to ACE Nursery School:** We strongly encourage children joining ACE Day Nursery to move on to ACE Nursery School at the appropriate time. We find it works really well if a large cohort of ACE Day Nursery children moves together to ACE Nursery School each September. At the time a family is looking to join ACE Day Nursery, we would be delighted to show you round ACE Nursery School to get an idea of where your child will move to as a rising three year old.

Children attending ACE Day Nursery will have the opportunity to move to the Nursery School at a mutually agreed date, usually in September (subject to the paragraphs below). However, the Nursery School is unable to guarantee that a child will be offered the same days that she/he has had at the Day Nursery or different days that a parent may wish her/his child to have at the Nursery School. Admissions at the Nursery School are dealt with by the Headteacher who will do her best to accommodate parental requests, but availability depends on demand in any particular year and the allocation of days is at the sole discretion of the Headteacher. First priority is given to children already at ACE Nursery School, then to siblings of current and ex-ACE children and children moving up from ACE Day Nursery, and then to the outside waiting list. Parents are encouraged to speak to the Headteacher about admission to the Nursery School and may also wish to seek backup childcare arrangements if they have specific requirements.

A child will only be given the opportunity to move to ACE Nursery School if she/he has attended ACE Day Nursery right up until the point of transfer, with the same days that he/she has had at the Day Nursery for the Summer Term prior to the transfer. If this is not the case, the child will not be offered a place at the Nursery School.

The opportunity to move up to ACE Nursery School is most likely to be offered from September each academic year. This is because the Nursery School is usually full from September each year and there are very limited opportunities to move up at any other time during the year.

A child can remain at ACE Day Nursery until the end of the term in which she/he turns three years old. If your child turns three part-way during the Summer Term, she/he can remain until the end of August and then move on to ACE Nursery School. If a child turns three during the Autumn or Spring Terms, they will be required to leave ACE Day Nursery at the end of that term and will not then have any automatic rights to move up to ACE Nursery School the following September. A new application will need to be made to the Nursery School which will be treated as an outside waiting list application.

Children whose second birthdays fall between 1 September and 31 March will be offered the opportunity to move up to the Nursery School in the September following their second birthday. Children whose second birthdays fall between 1 April and 31 August will usually stay at the Day Nursery for the following academic year and then be offered the opportunity to move up to the Nursery School in the September after their third birthday.

**Term dates:** Please see our separate term dates document for details of our closure periods.