



Nursery School

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ACE Nursery School Fee Policy

From 21st September 2020 until further notice

(subject to regular review during the 2020-21 academic year in light of the pandemic)

Proposed by:	The Finance Sub-Committee Team comprising: Liam Kelly (Treasurer), Sarah Richey (HR/staff liaison officer), Lisa Tuohy (Headteacher) and Sarah Ransome (Office Manager) on 14 July 2020
Reviewed and approved by:	Full ACE Parents' Committee (via email) on 15 July 2020
Period covered:	2020/21 academic year (i.e. September 2020 – August 2021)
Next review due:	<ol style="list-style-type: none">1. Autumn Term 2020 following a full review of fees/salaries in November 2020 (pre-AGM).2. In November 2020 in light of Coronavirus Job Retention Scheme ending,3. Full policy review in the Summer Term 2021, before commencement of the new school year 2021/22.4. Monthly during the course of the 2020/21 academic year as part of the financial review process.5. Immediately following any change to Early Years Funding.

Session times:	Early morning	8.30-8.45am
	Standard day	8.45am - 4.00pm*
	Short afterschool club	4.00-4.30pm
	Long afterschool club	4.00-5.30pm

*Children bring a nut-free packed lunch

Minimum attendance: We require a minimum attendance of two standard days per week

Fee rates: Two year old fees are charged at £7.00 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 £7.00 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 standard days per week (8.45am – 4.00pm) is at ACE for 29 hours per week so his/her termly fees will be $(29 \times £7.00 \times 38) / 3 = £2,571.33$. 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	£22.17	£1.75	£7.00
Standard day	£642.83	£50.75	£7.00
Short afterschool club	£44.33	£3.50	£7.00
Long afterschool club	£133.00	£10.50	£7.00

Fees for three and four year old children eligible for Universal Early Years Funding are charged as follows: the first fifteen hours per week are free and then each additional hour (or part thereof) is charged at £8.40 per hour. For a three year old child, eligible for funding, who attends two standard days per week (from 8.45am – 4.00pm) i.e. 14.5 hours per week, there will be no charge as Early Years Funding will cover the entire cost. For a three year old child attending four days per week

(from 8.45am – 4.00pm) the termly cost of his/her fees is calculated as follows: 14 hours [29 in total less 15 funded hours] x £8.40 x 38 weeks of term time, all divided by 3 i.e. £1,489.60 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, public health outbreaks or other similar circumstances. Similarly, there are no refunds for bank holidays falling in term-time, for days missed at the start or end of term arising from the particular start/finish dates each term or for training days during term-time. 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 (for 38 weeks of the year) from the term after their third birthday. Children who turn three between 1 September and 31 December are eligible for EYF from the following spring term. Children who turn three between 1 January and 31 March are eligible for EYF from the summer term, and children who turn three between 1 April and 31 August 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 is funded to provide this extended entitlement is too low to cover our costs (£4.14 per hour), 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, fully qualified teaching staff at least the real living wage rate as calculated by the Living Wage Foundation (£9.30 per hour at the time of publication of this policy). With the level of government funding fixed at £4.14/hour for the foreseeable future, we are therefore only in a position to offer the fifteen hours of universal early years funding per week.

For the avoidance of doubt, any child claiming fifteen universal hours of funding per week at an another provider cannot also attend ACE and claim extended entitlement here (although parents are welcome to pay for their child to attend ACE at £8.40 per hour, the current hourly rate for three/four year olds as set out above).

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 your child's 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 day or early/late session at the following rates. Extra sessions must be paid for on or before the day:

£2.10 per early morning session

£60.90 per standard day

£4.20 per short afterschool club

£12.60 per long afterschool club

If a parent notifies ACE that their child will be absent for a particular day (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 days for alternate days in a particular week. If extra days are available, parents may pay for an extra day, at the rate 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:

- **online** to our bank account (Lloyds, ACE Nursery School Ltd – Fees account, sort code: 30-13-55, a/c no. 02629997), please give your child's name as a reference;
- via childcare **vouchers**; or
- 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 2nd 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/
Tax-Free Childcare:

Payment of fees can be made by childcare vouchers or the government's Tax-Free Childcare scheme ("TFC") However, to ensure that payment by these methods do 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 or TFC, specifying which voucher provider is to be used or giving us their child's TFC reference number (whichever is applicable) as well as the amount and frequency of payments;
- build up a pot of money before the start of term, by paying in some monthly contributions prior to when they wish to start paying in this way, to enable full fees to be paid at the normal times; and
- ensure all voucher or TFC 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. 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 by emailing the office. 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 day for free, rather than a monetary amount e.g. the parent is informed that ACE will fund say a day per week 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 £16.00/hr for co-op hours not completed. Neither childcare vouchers nor 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:** 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 2020-2021’ for specific dates. The total number of children is usually limited to 16 per day and fees are payable as follows:
 Standard day (8.45am – 4.00pm): £47.85
 Longer day (8.45am – 5.30pm): £57.75
- Early Years Funding is not available towards the cost of holiday playschemes for the reasons set out above. 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 days once booked. There is no early morning session or short afterschool club during holiday playschemes.
- 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 day or days and/or drops a day or days 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 moves from three to two days per week (e.g. drops a Tuesday) five weeks after term has commenced (having previously given half a term’s written notice to this effect) fees for the Tuesday will be calculated as follows: The termly rate for a day is £642.83, so for half a term it is £321.42. We then compare this with the number of Tuesdays in the term (before the change of sessions) charged at the one-off day rate of £60.90. As notice was given to drop the day with effect from the start of week five in the term, the child will have been eligible to attend four Tuesdays that term i.e $4 \times £60.90 = £243.60$. As this is lower than the half-termly rate of £321.42, the fees for the Tuesday that is dropped for the first part of the term would be £243.60.



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September 2020

INVOICE

Fees – Autumn Term 2020

[Insert name]

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

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, ACE Nursery School Ltd – Fees Account, Sort Code: 30 13 55 Account no. 02629997
Please give your child's name as a reference;
2. 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
3. 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 @ £8.40/hr for chargeable hours [(No. of chargeable hours x £8.40 x 38 weeks we are open) / 3 terms]						

**TO CLAIM YOUR FREE HOURS, PLEASE COMPLETE THE ATTACHED
PARENT/CARER DECLARATION FOR 2020/21 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 send us a photo of your child's passport/birth certificate as proof of their date of birth and also show the original 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 @ £7.00/hr for chargeable hours [(No. of chargeable hours x £7.00 x 38 weeks we are open) / 3 terms]						