

ACE Nursery School Fee Policy



Nursery School

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2024/25 academic year (from September 2024 until further notice)

Proposed by:	The Finance Sub-Committee comprising: Caspar Rebling (Chair), Salman Mohammad (Treasurer), Julia Forman (Director), Lisa Tuohy (Headteacher), Hanna Ochalik-Baca (ACE Day Nursery Manager) and Sarah Ransome (Office Manager) on 27 June 2024.
Reviewed and approved by:	Full ACE Parents' Committee on 3 July 2024.
Period covered:	From 1 September 2024 to end of the 2024/25 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"> 1. Full policy review in the Summer Term 2025, before commencement of the new school year 2025/26. 2. Monthly during the course of the 2024/25 academic year as part of the financial review process. 3. Immediately following any change to Early Years Funding (which usually takes place in March/April).

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
		Monday to Friday during term-time.

*Children bring a nut-free packed lunch

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

Fee rates: Our fees for the 2024/5 academic year (or until further notice) are £8.00 per hour for all children attending ACE Nursery School.

Fees for two year old children not in receipt of early years funding

To work out the termly cost of fees for a two year old who is not in receipt of expanded early years funding, multiply the number of hours your child attends ACE on a weekly basis by £8.00 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 $(29 \times £8.00 \times 38) / 3 = £2,938.67$. The following table sets out the approximate termly fees for two year old children at ACE Nursery School who are not in receipt of expanded early years funding. They represent the termly cost of one session per week.

	Termly fee	Approximate cost:	
		Per session	Per hour
Early morning	£25.33	£2.00	£8.00
Standard day	£734.67	£58.00	£8.00
Short afterschool club	£50.67	£4.00	£8.00
Long afterschool club	£152.00	£12.00	£8.00

Fees for two year old children in receipt of expanded early years funding

The government's [Childcare Choices](#) website sets out the eligibility criteria for expanded early years funding for two year olds for up to 15 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 two before the end of August 2024 may be eligible for expanded funding for the autumn term 2024 and parents must apply for the funding code before 31st 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.

Fees for two year old children eligible for expanded early years funding of up to 15 hours per week for 38 term time weeks of the year are charged as follows: any hours (or part thereof) in excess of fifteen hours per week are charged at £8.00 per hour. The expanded early years funded hours are currently free as the rate at which the government pays ACE for these funded hours is currently £8.00 per hour, and the ACE fee rate is also £8.00 per hour at present. For a two year old child who is eligible for expanded early years funding and who attends two standard days per week (from 8.45am – 4.00pm) i.e. 14.5 hours per week, there will be no cost at present. For a two year old child who is eligible for expanded early years funding and who attends three days per week including early morning and long afterschool club (ie 27 hours per week from 8.30am – 5.30pm each day) their termly fees will be £1,216 (the remaining 12 hours per week beyond the funded hours x £8.00 x 38, divided by 3).

Fees for three and four year old children in receipt of universal early years funding but not extended early years funding

Fees for three and four year old children eligible for universal early years funding of up to 15 hours per week during term time (but not extended entitlement to up to 15 additional hours) are charged as follows: any hours (or part thereof) in excess of fifteen hours per week are charged at £8.00 per hour. For the 15 universal hours, a facilities and consumables charge of £2.60 per hour is charged; this represents the difference between the rate at which the government pays ACE for the three and four year old funded hours (currently £5.40 per hour) and the ACE fee rate of £8.00 per hour. For a three year old child who is eligible for universal funding (but not extended funding) and who attends two standard days per week (from 8.45am – 4.00pm) i.e. 14.5 hours per week, the termly cost will be £477.53 (£2.60 per hour x 14.5 hours x 38 term time weeks, divided by 3 to give a termly rate). For a four year old child attending four days per week (from 8.45am – 4.00pm) the termly cost of her/his fees is £1,912.67. This is calculated as follows: 14 hours [29 in total less 15 funded hours] x £8.00 x 38 weeks of term time, all divided by 3 i.e. £1,418.67 per term plus the facilities and consumables fee of £2.60 per hour x 15 hours x 38 weeks, divided by 3 = £494.

To access the universal funding, parents are required to complete the County's parent/carer declaration form and show us ID for their child (e.g. passport or birth certificate).

Fees for three and four year old children in receipt of both universal early years funding and extended early years funding

The government's [Childcare Choices](#) website sets out the eligibility criteria for extended funding for three and four year olds 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 three before the end of August 2024 may be eligible for extended funding for the autumn term 2024 and parents must apply for the funding code before 31st 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.

Fees for three and four year old children eligible for both universal early years funding of up to 15 hours per week during term-time as well as the extended entitlement to up to 15 additional hours per term-time week are charged as follows: For the universal and extended hours, a facilities and consumables charge of £2.60 per hour is charged; this represents the difference between the rate at which the government pays ACE for the funded hours (currently £5.40 per hour) and the ACE fee rate of £8.00 per hour. Any hours attended in excess of 30 hours per week are charged at £8.00 per hour. For a three year old child who is eligible for both universal funding and extended funding who attends for five days per week, including short afterschool club each week, their termly fees will be £1,874.67. They attend for 38.75 hours per week; 30 of these hours will be charged at £2.60 per hour and the balance will be charged at £8.00 per hour (30 hours x £2.60/hr x 38, divided by 3 = £988.00, and the remaining 8.75 hours are charged at £8.00/hr x 38, divided by 3 = £886.67. For a four year old child attending three standard length days per week (from 8.45am – 4.00pm) the termly cost of her/his fees is £716.30. This is calculated as follows: 21.75 hours x £2.60 x 38 weeks of term time, all divided by 3.

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:

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, siblings or family relations.

Early Years Funding ("EYF"):

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 Nursery School we do not spread the entitlement over more than 38 weeks, as many children do not use the holiday playschemes.

In addition, some working parents of two, three and four year old children may be entitled to an expanded or extended entitlement of up to an additional fifteen hours of funding per week, if certain criteria are met.

Since the rate at which ACE Nursery School is funded to provide the funded hours to eligible three and four year old children is too low to cover our costs (£5.40 per hour at the time writing this document), regrettably we are not in a position to offer this extended entitlement to eligible families at nil cost. 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 (£12.00 per hour at the time of publication of this policy). With the level of government funding currently set at £5.40/hour for three and four year old children, we therefore need to charge a facilities and consumables fee to cover the difference between this and the ACE fee.

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 funded 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:

£2.00 per early morning session

£58.00 per standard day

£4.00 per short afterschool club

£12.00 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:

Invoices are issued to parents of children at ACE Nursery School at the start of each term in the attached format. At least half of the fees for the term are payable by the end of the first week of term with the balance due at the end of the first week after the half-term holiday. Please pay 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 the government's **Tax-Free Childcare** scheme, or
- 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 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 Tax-Free Childcare/ childcare vouchers:

Payment of fees can be made by the government's Tax-Free Childcare scheme ("TFC") or childcare vouchers. However, to ensure that payment by these methods 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 TFC or childcare vouchers, 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 one 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 £19.00/hr for co-op hours not completed (£95 for the term). Neither the Tax-Free Childcare scheme nor childcare vouchers can be used to pay for co-op hours due to the tax treatment of the payments at source.

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 2024-2025' 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): £58.00

Longer day (8.45am – 5.30pm): £70.00

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, a late collection fee of £25 is applicable. This charge is at the discretion of the Headteacher 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 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.



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September 2024

INVOICE

Fees – Autumn Term 2024

[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:	£

At least half the fees must be paid by the end of the first week of term with the balance due at the end of the first week after the half-term holiday. Please pay by one of 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; or
2. 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 three year old children eligible for funding

Sessions	Mon	Tues	Wed	Thu	Fri	Total
Start time						
Finish time						
Hours attended						
Universal funded hours/week						
Extended funded hours/week						
Total funded hours/week						
Termly cost of facilities and consumables fee @ £2.60/hr for funded hours [(No. of funded hours x £2.60 x 38 term-time weeks) / 3 terms]						
Additional hours/week						
Termly cost of additional hours @ £8.00/hr [No. of additional hours x £8.00 x 38 tern-time weeks / 3 terms]						

To claim your funded hours, please complete the attached parent/carer declaration for 2024/5 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 two year old children eligible for funding

Sessions	Mon	Tues	Wed	Thu	Fri	Total
Start time						
Finish time						
Hours attended						
Expanded funded hours						
Chargeable hours						
Termly cost @ £8.00/hr for chargeable hours [No. of chargeable hours x £8.00 x 38 tern-time weeks / 3 terms]						

To claim your funded hours, please complete the attached parent/carer declaration for 2024/5 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 two year old children not eligible for funding

Sessions	Mon	Tues	Wed	Thu	Fri	Total
Start time						
Finish time						
Hours attended						
Chargeable hours						
Termly cost @ £8.00/hr for chargeable hours [(No. of chargeable hours x £8.00 x 38 weeks we are open) / 3 terms]						