ACE Nursery School
Fee Policy

37 Parkside
Cambridge CB1 1JE
Tel. 01223 357181
www.ace-nursery-school.org.uk
ace_nursery@tiscali.co.uk

2026/27 academic year (from September 2026 until further notice)

Reviewed and approved by: ACE Parents' Committee on 1 July 2026.

Period covered: From 1 September 2026 to the end of the 2026/27 academic year, unless updated during the school year. We reserve the right to change fees part way through the year.

Next review due
1. Full policy review in the Summer Term 2027, before commencement of the new school year 2027/28.
2. Monthly during the course of the 2026/27 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 2026/7 academic year (or until further notice) are £8.80 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 £8.80 and also by 14/11/13 (the number of term time weeks for the autumn/spring/summer terms respectively). 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 autumn term fees will be 29 x £8.80 x 14 = £3,572.80, his/her spring term fees will be 29 x £8.80 x 11 = £2,807.20 and his/her summer term fees will be 29 x £8.80 x 13 = £3,317.60. The following table sets out the approximate cost of each session for two year old children at ACE Nursery School who are not in receipt of expanded early years funding.

	Approximate cost:	
	Per session	Per hour
Early morning	£2.20	£8.80
Standard day	£63.80	£8.80
Short afterschool club	£4.40	£8.80
Long afterschool club	£13.20	£8.80

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

The government's best start in life website sets out the eligibility criteria for expanded early years funding for two year olds 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 two before the end of August 2026 may be eligible for expanded funding for the autumn term 2026 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 30 hours per week for 38 term time weeks of the year are charged as follows: any hours (or part thereof) in excess of thirty hours per week are charged at £8.80 per hour. It's important to note that government funding is not intended to cover the full cost of childcare so there are charges for snacks - including organic vegetables and fruit – of £4.50 per snack, as well as additional enrichment activities like yoga/mindfulness (£5 per class) and sessions in languages other than English (£4.20 each), and non-food consumables e.g. sun cream. In the event that you are considering opting out of these elements, please first discuss your decision with the Headteacher. Please note that we require half a term's notice (excluding closure periods) to process any such request. Opting out could lead a child being excluded from certain activities and communications, as well as social events, afterschool clubs and holiday playschemes.

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 £8.80 per hour. It's important to note that government funding is not intended to cover the full cost of childcare so there are charges for snacks - including organic vegetables and fruit – of £4.50 per snack, as well as additional enrichment activities like yoga/mindfulness (£5 per class) and sessions in languages other than English (£4.20 each), and non-food consumables e.g. sun cream. In the event that you are considering opting out of these elements, please first discuss your decision with the Headteacher. Please note that we require half a term's notice (excluding closure periods) to process any such request. Opting out could lead a child being excluded from certain activities and communications, as well as social events, afterschool clubs and holiday playschemes.

To access 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 best start in life 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 2026 may be eligible for extended funding for the autumn term 2026 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: any hours (or part thereof) in excess of thirty hours per week are charged at £8.80 per hour. It's important to note that government funding is not intended to cover the full cost of childcare so there are charges for snacks - including organic vegetables and fruit – of £4.50 per snack, as well as additional enrichment activities like

yoga/mindfulness (£5 per class) and sessions in languages other than English (£4.20 each), and non-food consumables e.g. sun cream. In the event that you are considering opting out of these elements, please first discuss your decision with the Headteacher. Please note that we require half a term's notice (excluding closure periods) to process any such request. Opting out could lead a child being excluded from certain activities and communications, as well as social events, afterschool clubs and holiday playschemes.

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.

It's important to note that government funding is not intended to cover the full cost of childcare so there are charges for snacks - including organic vegetables and fruit – of £4.50 per snack, as well as additional enrichment activities like yoga/mindfulness (£5 per class) and sessions in languages other than English (£4.20 each), and non-food consumables e.g. sun cream. In the event that you are considering opting out of these elements, please first discuss your decision with the Headteacher. Please note that we require half a term's notice (excluding closure periods) to process any such request. Opting out could lead a child being excluded from certain activities and communications, as well as social events, afterschool clubs and holiday playschemes.

Early Years Funding is not available to cover the cost of any 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:
£2.20 per early morning session
£63.80 per standard day
£4.40 per short afterschool club
£13.20 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. 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; **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 second 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:

Payment of fees can be made by the government's Tax-Free Childcare scheme ("TFC"). However, to ensure that payment by these methods does not lead to a delay in ACE receiving the money, parents are required to:

- notify us of their intention to pay by TFC, giving us their child's TFC reference number and ensuring there is sufficient credit in your TFC account to pay ACE fees at the required time; and
- ensure that all 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 TFC 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 certain cases e.g. families with temporary financial difficulties. An application form for bursary fund assistance is available in hard copy in the ACE library or 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.

Co-op hours:

ACE was founded as a parents' co-operative 60 years ago and thrives on the close collaboration between parents, staff and children. Each family is 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.

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 2026-2027' for specific dates. The total number of children is usually limited to around 16 per day and fees are payable as follows:
Standard day (8.45am – 4.00pm): £63.80
Longer day (8.45am – 5.30pm): £77.00

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.