



# **Nursery Fees and Payment Policy**

**Updated : May 2024**

**Member of staff responsible:** Headteacher

**Governor responsible:** FGB



## **‘From small beginnings come great things’**

*The Parable of The Mustard Seed. Matthew 13:31-32*

We will apply our Christian and British values, complemented by our small-school benefits; balancing each child's educational, pastoral and emotional needs to deliver an exceptional, personalised journey, enabling them to flourish in our school family and in the future.

### **Statement of Intent**

Cadmore End Combined School is a voluntary aided school and one of our financial requirements is to ensure we do not make a loss at the end of the year. Each year the budget is carefully planned according to the number of children we have and the fees that we will charge for the year to cover building costs, insurance, staff wages along with all the other expenditure. The aim of our Nursery is to provide a service to local children and families, not to make a profit. However, this aim can only be fulfilled if we have enough income to cover our outgoings. We will never take any action against a child, including, but not limited to, exclusion or discriminatory treatment, due to parent/guardian's genuine inability to pay fees. We will however pursue parents for full payment of fees if genuine financial hardship is not demonstrated. We aim to collect due fees as efficiently as possible.

### **Aim**

To outline and ensure parents understand the terms and conditions when their child attends Cadmore End Nursery in regards to the invoices they will receive and the payments they are required to make.

### **Terms and Conditions**

#### Payment Procedure

- Invoices will be created by the Finance Office and provided via email or handed to you during the first week of the new Term.
- The payment of ½ term (as detailed on your invoice) is required within 2 weeks of receiving the invoice.
- Fees are preferred in full at the beginning of each term
- Payment must be made via ParentPay
- Those eligible for Flexible Free Entitlement will have no invoice, unless exceeding their entitlement of free hours. Extra hours will be invoiced for.
- Flexible Free Entitlement is applicable from the term after the child's 3rd birthday. An eligibility code will need to be seen, along with the return of parent/provider entitlement form for hours over and above 15.
- Unfunded hours will be charged at a rate of £21 per session (£7 per hour).

- A parent/provider agreement form must be signed to claim Flexible Free Entitlement. If funding is split between other providers, details must be completed on the parent/provider agreement form.
- Sessions run 8.45 – 11.45am or 8.45am – 3.15pm. Minimum session time is 3 hours, maximum 9 ½ hours per day, term time only. **Funded sessions can only be taken between 8.45am – 3.15pm.**
- Nursery times run alongside school opening times to avoid disruption, therefore exceeds 30 hours of entitlement. Consequently we have provided parents/carers with the following options:

**For children in receipt of 15 hours:**

- Attend 5 days 8.45am – 11.45am.
- Attend 3 full days 8.45am - 3.15pm (19 ½ hours) and pay £31.50 per week.
- Attend 2 full days 8.45am – 3.15pm and 1 half day 8.45am – 11.45am (16 hours) and pay £7 per week.

**For children in receipt of 30 hours:**

- Attend 4 days from 8.45am – 3.15pm and 1 day 8.45am – 12.45pm.
- OR
- Attend 5 days 8:45am – 3.15pm (32.5hours) and pay £17.50 per week.

## Difficulty Making Payment

The Nursery will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan. However, this must be negotiated between the Headteacher and Parent/Carer in advance. Any family in this situation should contact the Headteacher via [office@cadmoreendschool.org](mailto:office@cadmoreendschool.org) at the earliest opportunity to arrange a confidential meeting. Any information will be treated in the strictest confidence.

## Unpaid Fee's

- If payment of fees is not received within 14 days from the invoices being provided, a 1st reminder e-mail will be sent to the designated parent/carer and a letter will be handed directly to the parent which will detail when the fee payment was due and the total fee amount overdue.
- Under the terms and conditions Cadmore End reserve the right to charge a £20 admin fee on top of late fees.
- If payment is still not received within a further 7 days from the 1st reminder and the parent / carer has not discussed payment of the outstanding amount, the child whose fees remain outstanding may be refused entry to Nursery until such fees are settled in full. This may result in you forfeiting your child's place at Nursery and the opening will go to another child on our waiting list.
- If the fees due remains outstanding for a further 14 days, a recorded delivery letter will be sent to the designated parent/carer advising that legal action will be taken and collection of the fees will be pursued through the small claims court procedure or by other litigation.
- Application to the small claims court is a last resort which will only be undertaken when all other approaches have been tried, when the Management Committee is confident such action does not contravene other stated aims and policies of Cadmore End Nursery, and when they have carefully considered the effect of such action on the child.

## Absence / Illness

- Fees are not refunded for any days missed due to holidays or absence during term time.

## Closures

- In the event that Nursery must close due to things beyond our control such as COVID, snow, no heating etc, fees will not be refunded unless it is for more than 2 consecutive days.

## **Cancellation of reserved place**

- In the event that you wish to cancel your child's place at Cadmore End Nursery, please give us a minimum of half a term's notice in advance. You will not be refunded if the term has already commenced.