

Payments and Fees Policy

This Policy was created September 2024

Children may access NEF (nursery education funding) funding between the hours of 8.30 a.m. and 3.30p.m.

Eligible working parents of two-year-olds will be able to access up to 30 hours per week of funded childcare.

All children aged three to four will be entitled to 15 hours of funded childcare, starting the term after their third birthday.

Some working parents may be eligible for 30 hours extended childcare depending on their family circumstances meeting the criteria. Please see link below for Herefordshire Council to apply:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

Paid places are available to children who do not qualify for funded sessions and are charged at an hourly rate of £7.40

Children may attend over their funded hours these sessions will be charged at £7.40 per hour.

A deposit of £50 is required to secure your child’s place. This will be deducted from your final invoice at the end of your child’s time with us.

A snack cost of 75pence per day is added to each invoice.

All booking patterns are subject to a 4-week cancellation notice.

SUPPORT

We are aware that some families may go through challenging circumstances. In this instance payment for additional sessions will be at the discretion of the manager and trustee board.

LATE FEES

If you are late collecting your child at the end of their pre booked session late fees will be charged in line with wrap around care fees.

Please see terms and conditions on the ‘Magic Booking’ platform.

CHARGING STRUCTURE

Our current fees are as follows.

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| --- | --- | --- | --- |
| Nursery per hour between 8.30am and 3.30pm | £7.40 |  | |
| Early Bird Club between 7.50am and 8.30am | £4.15 |  | |
| ASC - late collection fee | |
| Afterschool -care until  4.15pm collection | £6.70 | Up to 45 mins late £5.40 | Over 45 mins late £10.80 |
| Afterschool - care until  5pm collection | £10.80 | Up to 30 mins £5.40 | |
| Afterschool – care until  5.30pm collection | £13.40 | After 5.30pm £13.50 per child for every 5 mins | |

Payments can be made weekly, monthly or half termly in advance. Our banking details can be found on our invoice which you will receive half termly. We accept Tax free childcare, Childcare grant and Childcare vouchers – please note these schemes may take up to 5 working days to reach our bank account. Any late paid fees will be subject to an interest charge of 4% above the Bank of England base rate.

Payment is required for all booked nursery/wrap around sessions whether your child attends the session or not i.e. Holiday or illness. This is due to staff /child ratios needing to be put into place in advance.

A full half terms notice will be given of any price increase: we do aim to keep costs to a minimum, these will be reviewed every April.

For nursery age children: including wrap around care (2-5 years)

* All wrap around care / nursery invoices are sent out per half term and snack is included within the total amount.
* You are required to settle your invoice by the pay by date and we encourage anyone struggling to meet this requirement to contact us ASAP to avoid further charges
* We reserve the right to charge interest on any outstanding balances
* All sessions for wrap around care will need to be booked in advance
* If you wish to withdraw your child from our setting, we require one calendar months’ notice

For Early bird/Afterschool club: school age children (5-11 years)

* Sessions are booked via our ‘Magic Booking’ platform
* All children need to be registered beforehand, and terms and conditions agreed
* Due to staffing any sessions cancelled out of cancellation period will be charged
* Bookings are released 2 weeks prior to the end of half term for the following half term.
* We do keep space should an emergency arise, and you need last minute care -please contact the office direct on 01432 379363

Review date April 2026