

Charging Policy

This Charging Policy forms part of the contract between the Parent/Carer (“**you/your**”) and Mighty Oaks Day Nursery & Preschool (the “**Nursery**”).

The Nursery operates a Day Nursery & Pre School for the Parents/Carers in the local community. We aim to provide a high quality, safe and stimulating environment that provides a service that is good value for money.

1. Opening times and Fees (Monday to Friday)

A minimum of 2 sessions is required. One full day equates to 2 sessions

Private Sessions - 2-5 Years

Session	Time	Fee	What food is included?
Full Day	8am – 6pm	£49	Breakfast, snack, lunch and tea
Morning	8am – 1pm	£29	Breakfast, snack and lunch
Afternoon	1pm – 6pm	£27	Snack and tea
School Day	8.30am – 3.30pm	£40	Snack and lunch
Hourly rate	For occasional session top-ups	£5.40	none

Private Sessions – Under 2 Years

Session	Time	Fee	What food is included?
Full Day	8am – 6pm	£51	Breakfast, snack, lunch and tea
Morning	8am – 1pm	£32	Breakfast, snack and lunch
Afternoon	1pm – 6pm	£29	Snack and tea
School Day	8.30am – 3.30pm	£43	Snack and lunch
Hourly rate	For occasional session top-ups	£5.40	none

2. Early Education Funding for Two, Three and Four Year Olds (“Early Education Funding”)

For an eligible child, the Early Education Funding consists of 15/30 hours of early education per week each year. The **30 hours** of Early Education Funding can be used 38 weeks per year (term-time only) or stretched across 51 weeks per year (equating to approximately 22.75 hours per week). A child becomes eligible the term following their third birthday. For parents of children accessing additional hours above the free

entitlement, our normal hourly rate of **£5.40** will apply. Please note that sessions missed due to holiday or sickness cannot be carried forward.

2.1 Funding Policy

For more information on the free entitlement, please see our *2, 3 & 4 Year-Old Funding Policy*.

3. Booking Fees

- 3.1 To secure an offered place, a registration fee of **£25** and a refundable deposit of **£75** is required. **No fee** is payable if a child is **only** accessing their Early Education Funding. The **£75** deposit is refundable providing all fees have been paid and **4 weeks' written notice** is given of a child leaving the setting.
- 3.2 If a place is needed at short notice, please contact the Nursery as soon as possible and we will strive to meet your requirements. Where possible we will be flexible to accommodate changing needs for pre-booked sessions that need to be changed or extra sessions that are required.
- 3.3 A late collection fee of **£5 per fifteen minutes** will be charged for late collection of children between the hours of 12pm - 6pm. Collection after 6pm will incur a late collection fee of **£15 per fifteen minutes**.
- 3.4 All **private** fees include recourses and activities. Any planned trips or classes are **optional** of which you will be notified in advance, and additional charges will apply.
- 3.5 Sibling Discounts: A 10% discount is offered to the youngest child, as long as two or more siblings remain at the Nursery.
- 3.6 Local Business Discount: A 5% discount is offered to your child/ren, as long as one main parent/carer works within a local business, within a 4-mile radius of the Nursery setting.

4. Holiday and Sickness

- 4.1 The Nursery is open for 51 weeks a year, during which time full fees are payable. However, it is closed for Bank Holidays, the Friday prior to the Bank Holiday at the end of May before Rugby 7s and during the Christmas-New Year week during which you will not be charged.
- 4.2 Your child is eligible for **either**: two weeks' holiday at 50% discount of your child's normal weekly sessions, or one weeks' holiday at 100% discount of your child's normal weekly sessions, per **academic year** (September through to August). We require **four weeks' written notice** of any holidays for the holiday discount to apply.
- 4.3 Unfortunately, we **cannot** refund fees due to holidays or sickness.

5. Invoicing and Payment

Period of Care	Invoice Date	Payment Due
1 st January – 31 st January	15 th December	1 st January
1 st February – 28 th February	15 th January	1 st February
1 st March – 31 st March	15 th February	1 st March

1 st April – 30 th April	15 th March	1 st April
1 st May – 31 st May	15 th April	1 st May
1 st June – 30 th June	15 th May	1 st June
1 st July – 30 th July	15 th June	1 st July
1 st August – 31 st August	15 th July	1 st August
1 st September – 30 th September	15 th August	1 st September
1 st October – 31 st October	15 th September	1 st October
1 st November – 30 th November	15 th October	1 st November
1 st December – 31 st December	15 th November	1 st December

- 5.1 Invoices for fees are payable in advance by the first day of each month. In the event of the first day falling on a weekend or bank holiday, the fees will be due on the first working day following the 1st of the month.
- 5.2 All fees must be paid in full by its relevant Payment Due date. Payments can be made by cheque (**carries a £2 handling fee and are considered paid once cleared**), childcare vouchers, standing order, bank transfer, cash or iZettle card payments. If payment is made by cash, it is your responsibility to obtain a receipt from the Nursery as proof of payment. **Returned cheques incur a fee of £25 per cheque.**
- 5.3 The Nursery reserves the right to discontinue the provision of its services to you / your child whilst any fees and/or additional charges remain unpaid.
- 5.4 If fees are unpaid the following procedure will take place:
- 5.4.1 An email from a Director or Manager requesting payment of outstanding fees will be sent to parents three days after the fees are due; then
- 5.4.2 A second email from a Director or Manager requesting payment of outstanding fees will be sent to parents five days after fees are due. The relevant late payment charges will be applied from the date the fees are due if payment is not received by 6pm on the fifth day; then
- 5.4.3 If the fees remain unpaid and no attempt to contact the a Director or Manager to discuss a repayment plan is made, you will forfeit your child's place at the Nursery.
- 5.5 The Nursery reserves the right to make late payment charges to outstanding invoices as follows:
- 5.5.1 **£5 per day** for the period of time the debt remains outstanding; and
- 5.5.2 an **administrative charge of £25.**
- 5.6 **You agree** that the Nursery will be able to recover any costs incurred in the recovery of late or unpaid fees. Such costs will include, but not being limited to, legal fees and court fees.

5.7 Missed days cannot be reimbursed as every day has a certain number of staff allocated for a specific number of children. However, additional attendances are welcome if sufficient notice is provided and we are able to accommodate.

5.8 You are required to correctly complete the appropriate Voucher Scheme Documentation in respect of your child and to provide the appropriate authorisation to the relevant body that ensures payment by the first day of each month in advance of monies due to the Nursery.

6. Termination of the Contract

6.1 The Nursery reserves the right to terminate this contract immediately in the event of unsuitable behaviour of parents, carers/child or non-payment of fees following in accordance with the non-payment procedure detailed in paragraph 5.4 above. In any other circumstance, The Nursery will provide you with 4 weeks' written notice.

6.2 You are requested to provide **4 weeks' written notice, or payment in lieu of notice**, of your desire to terminate, or significantly modify, your contract with the Nursery. If written notice is not received, but you still remove your child, then 4 weeks' fees will be payable, without offset.

7. Working Tax Credit

If you receive working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and customs (HMRC) website www.hmrc.gov.uk/taxcredits.

8. Changes to this Policy

We will notify you in writing of any changes to this policy. You have four weeks from the date of the amended policy coming into force to inform the Nursery of any objections. After that time, your agreement to changes made to this policy will be deemed to be given.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/01/2019	S Daver	01/11/2019