

## CHARGING POLICY



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### Our Mission Statement

**Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey**

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
September 2019	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
February 2022	S. MADARI



**Purpose of Policy –**

The purpose of this policy is to inform parents/guardians of the procedures in place for paying charges related to the Nursery.

**Fees and Invoices –**

Dependant on family circumstances, some parents/guardians will find that their child under 3 is entitled to Funded Early Education, which entitles some children to access 15 hours of Funded Education from the term after their second birthday to the end of the term in which they turn 3 years of age. Parents/guardians wishing to access this form of early entitlement should have a funding check run by the Nursery (supporting documents will be required), by their local sure start/children's centre or by completing an application themselves through the parent portal (details of this can be provided upon request). Although some children under 3 may not be entitled to Funded Early Education, parents/guardians may find that they are eligible for the Tax-Free Childcare scheme. Further details of this scheme, how it supports parents and how it can be used in conjunction with Nursery invoices can be provided upon request. Non-funded 2-year-old places are currently charged at £5.60 per hour which is subject to annual review.

All children are able to access 15 hours of Universal Funded Early Education from the term after their third birthday. Dependant on family circumstances, some children will be able to access 30 hours of Funded Early Education from the term after their third birthday. Additional hours (above funded entitlement) for 3-year-old children and above are currently charged at £5.60 per hour which is subject to annual review.

Baby room charges are currently £6.50 per hour and are subject to annual review. There is no Funded Entitlement for baby room childcare, however some parents/guardians may be able to access the Tax-Free Childcare scheme or other Employer based childcare voucher scheme to support with invoice payments.

Registered Charity 1146143, [www.taqwanursery.co.uk](http://www.taqwanursery.co.uk)

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Parents/guardians who access Funded Early Entitlement at Taqwa Nursery must complete a funding declaration form at the Nursery, naming Taqwa Nursery as the setting which is able to draw funding from the Local Authority for their child.

Parents/Guardians accessing Funded Early Entitlement or non-funded places must be aware that, if they decide to terminate their child's (Funded or non-funded) place at Taqwa Nursery, they must provide written notice 4 weeks before the date on which they would like this to go into effect. Taqwa Nursery reserves the right to invoice parents/guardians in lieu of notice if this policy is not followed.

All children (except for those who are entitled to Early Years Pupil Premium) will be invoiced a consumables charge on a termly basis. The consumables charge covers sessional snack and is also used to contribute towards other resources that are refreshed or restocked continuously in Early Years settings such as crafting resources etc. The consumables charge is currently £0.50 per session and is subject to annual review.

Taqwa Nursery requires that all childcare fees are paid monthly, by the date which will clearly be stated on invoices. All consumables' charges are payable on a termly basis. Parents/guardians can pay by cash, cheque, or bank transfer, as is appropriate and/or manageable to themselves. Fees must be paid by the deadline / payment date stated on the invoice; Taqwa Nursery reserve the right to add a 10% late charge to all fees paid later than the date stated on the invoice.

### **Non-Payment of Childcare Fees**

Parents/guardians should note that non-payment of childcare fees will result in the loss of the childcare place for the child. All fees must be cleared before the start of the next calendar month in which a childcare place is required for the child.

### **Late collection of children**

The Nursery understands that emergencies can crop up from time to time; parents/guardians must inform the Nursery of any emergencies due to which a child may be collected late by calling the office on **07305866370 at least 15 minutes prior to the end of the child's session time**. If a child is collected late, the Nursery reserves the right to charge **£3** for every **5 minutes** above session time and a late collection slip will be issued which will clearly outline the date by which payment must be made. If the charge is not paid by the given date, then the child's Nursery place may be suspended until the full outstanding fee is paid.

### **Notice period**

Taqwa Nursery requires a minimum of 4-weeks' notice in writing for any child who will no longer be attending the setting or who wish to make amendments to their sessions

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or times; any payment made within the notice period will not be refunded. If a funded child no longer wishes to continue their place at Taqwa Nursery, parents/guardians must give a 4-week notice – should the child move setting within this time and the funding be withdrawn, Taqwa Nursery will issue an invoice for the notice period to the parents/guardians.

### **Cancellation policy/illness**

Once a place has been booked and a child has received and attended a settler session, parents/guardians are obliged to pay the invoice, even if the child does not attend for any reason, including short term illness. However, any illness or absence related to a (confirmed) positive Covid-19 result for the child or their parent/guardian will not be payable.

### **Term-time holidays**

Any parents/guardians who declare pre-booked holidays on a child's application form prior to attending a settler session will not be charged for the holiday period as this has been pre-booked prior to application.

Parents/Guardians who book term-time holidays other than those disclosed at the time of application but give 4 weeks' written notice of the dates of their child's holiday, will not be charged in full for missed sessions. They will however be expected to pay a 30% retainer fee to hold their child's place.

### **Unavoidable closure of the Nursery**

Should the Nursery be closed for reasons beyond our control, parents/guardians will not be charged for the session if the closure affects a child's attendance days.

### **Financial struggles/concerns**

Parents/Guardians who are worried about their ability to make a payment by the date specified, are worried about further build-up of debt due to late charges being added, or worried about a child being removed from the Nursery headcount due to late payment/non-payment of fees, should contact the Nursery and discuss these worries with the Nursery Manager / Deputy Manager. The Nursery will endeavour to support parents/guardians as far as is possible and will work with parents/guardians to put together a payment plan that will be better suited to their individual circumstances.