

Payment and Collection of Fees

Free Early Education and Care Funding– 2, 3 & 4 Year Olds

At Grass Roots Private Day Nursery we are registered to receive Free Early Education and Care funding (hereafter called FEEC) which children are eligible to receive from the term following their third birthday.

Your child's 2nd/3rd birthday	When your child will receive FEEC funding
1 September – 31 December	Spring term (January)
1 January – 31 March	Summer term (April)
1 April – 31 August	Autumn term (September)

- At Grass Roots Private Day Nursery you are entitled to a maximum of 15/30 hours of funded sessions per week for 38 weeks a year. Parents can use this funding at any registered setting or with registered childminders, and can use their 15/30 hour entitlement in a combination of settings or childcare arrangements.
- Repeated regular non-attendance on days funded by FEEC without written reason may mean that the local authority asks you to repay the funding received on your child's behalf. Please let your keyworker know if your child is going to be absent or write an email/note to say why this missed a session.

Procedure for applying for FEEC:

The manager will either issue a funding claim form to the parent/carer or you can apply for funding via www.calderdale.gov.uk/v2/residents/education-and-learning/childcare/childcare-funding

The form must be filled in and sent to Calderdale. When you receive your letter with the funding code and decision made to allocate funding, this must be brought back with proof of your child's date of birth as soon as possible.

You will need to declare any FEEC sessions being claimed elsewhere (e.g. at another day nursery or pre-school). If you do not apply for funding and receive the code required before your child's start date then you will be unable to claim free education for the term.

Fees for Nursery

We aim to help parents/carers to pay all fees due by offering a flexible payment system, and following a fair procedure. If parents are having problems paying their child's fees on time, they must speak in confidence to a member of the Nursery Management Team before the payment is due. An individual payment plan can be put in place so that parents can pay smaller amounts more regularly e.g. daily or weekly. If such an arrangement has not been made, then the following procedure will apply:

1. Fees are payable in advance on a monthly basis. We reserve the right to change the timings of payments (for example on a weekly basis) with one month's written notice.
2. Fees can be paid via bank transfer, card machine, tax free childcare account or cash. If paying by bank transfer please ensure you use your child's full name as reference.

3. Cash payments should be handed in person to the manager or deputy. They will then open and check the contents in the presence of either the payer or another member of staff and issue a receipt for payment.
4. If payment has not been received by the date on the invoice, and no approach to the Nursery management team has been made, then a reminder invoice will be issued.
5. If full payment has not been received a week following the issue of the reminder, then a final warning will be issued giving the parent/carer one week to pay the full amount due. A late payment fee of £25 will be charged for late payments on the following invoice.
6. Parents will also receive written notice of the removal of their child's fee paying sessions at the nursery. This will not apply to the child's funded sessions. If the child is not in receipt of any funded hours, Grass Roots will ask the family to withdraw their child from the sessions, the child's place will be suspended, and the nursery may offer the place to a child on the waiting list. The family remains liable to pay for all the sessions that the child has attended up until that point.
7. If your child is in receipt of funded hours, the child's hours will be reduced to the free entitlement and you will not be allowed to book additional hours until the debt has been cleared. Once the debt has been cleared, you must pay for any additional hours in advance.
8. Some employers offer Childcare Voucher schemes where fees can be paid through them. We are normally able to accept payment under these schemes. Please talk to the management team.
9. Fees are payable regardless of whether your child is able to attend the booked sessions or not and refunds are not given.
10. Currently we charge fee-paying families for Bank Holidays. If the family takes a combination of funded and fee-paid hours at Grass Roots, then we will use the claim on the FEEC form to determine which hours are claimed under FEEC and which are paid as extra.
11. If fees are not paid, Grass Roots reserves the right to apply to the Courts for recompense and will charge all fees incurred to the family.
12. Fees are reviewed each year and would normally rise in April, but the manager reserves the right to change fees at any time of the year with a month's written notice.

We will do everything possible to open all of our groups on all of our scheduled days, without compromising the safety and security of the children. If we are forced to close due to reasons out of our control (for example, terrorism, vandalism, fire, storm damage, floods, pandemics, snow), a decision will be made, based on the circumstances, as to whether or not fees should be refunded.

Notice Periods

For fee-paying nursery families, four weeks' written notice must be given before withdrawing your child from our sessions. If notice is not given we will charge fees for 4 weeks. For children in receipt of FEEC, you will be required to pay the fees for this time at your child's new placement and you may lose funding for the rest of the term.

It is helpful if families inform the management team that they will be moving on elsewhere with as much notice as possible, but at least 4 weeks, so that we can operate an efficient waiting list.

This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.