

Fees, Sessions and Invoicing

At Growing Minds Day Nursery we understand the cost of childcare may seem expensive to parents/carers. However, providing a high quality, safe and stimulating service for children is not cheap. In order to ensure continued high standards and sustainability of the setting we ask parents and carers to comply with this policy in respect of the fees' payment.

Fees

Fees will be detailed in the Parent/Carer Welcome Information which will be sent to you after your first visit. Further copies are available on the nursery website and in the main office.

Our fees include payment for all meals and snacks, local outings and access to the Family App. For younger children it also includes leading brand nappies, wipes and nappy rash creams (e.g Sudocrem).

The fees are calculated on a calendar month basis therefore the amount parents/carers pay each month may vary.

Fees are reviewed annually. Any changes will be applied in April. However the manager reserves the right to review fees at any time taking into consideration the nursery's financial position, its future development plans and of any other broader or social considerations deemed relevant. Any such fee rises will be preceded by one calendar months' notice.

Wherever possible we will keep outing costs free for parents/carers. However from time to time trips may be organised where a cost is incurred due to entry fee or transport etc therefore you will be asked to contribute towards this. A letter will be sent out in advance giving you plenty of notice and time to pay.

We reserve the right to change the timings of payments (for example on to a weekly basis) with one month's written notice.

Booking Deposit

Places can be booked up to one year in advance. Once you have been offered a place at Growing Minds Day Nursery, you will be required to complete a registration form, agree and sign the General Terms and Conditions and pay a Booking Deposit to secure the place. The deposit level is two - week's fees. The payment can be made only by Bacs Transfer.

This deposit is held on the parent/carer account, and will be refunded to the parent/carer in full when they decide to leave, (provided the child's final fees have been paid in full and any outstanding charges have been settled and subject to the correct withdrawal; two - week's written notice being given). In the case of the non-payment of the fees, the deposit will be used to cover the Nursery fees and the non-payment of fees procedure will be followed.

Sessions

At Growing Minds we require a minimum booking of two days per week or equivalent e.g 1 full day and 2 half days. This is essential to enable children to settle into our nursery as it becomes a regular routine in their week. In addition when booking more than one half day session you will be required to book at least one AM and one PM session.

Ad-hoc sessions can be requested at any time via the Family App or by phoning us. We will try to be as flexible as possible however this will depend on our occupancy and staff ratios therefore sessions requested may not always be granted. You will be notified within 24 hours whether the request has been granted or not.

Wherever possible we will try and accommodate booked session changes, for example a day change. As above, this will depend on our occupancy and staff ratios. Please contact the nursery manager or deputy if you wish to change a scheduled session.

Nursery Holiday and Closures

We are open 51 weeks of the year. At Growing Minds Day Nursery we are closed between Christmas and New Year and for all the bank holidays. We do not charge for these closures.

Non-attendance of child

We ask that you inform us as soon as possible to let us know why your child is unable to attend their booked session. You can inform us by ringing, e-mailing or messaging via the Family App.

Fees are based on the reservation of a place for your child, not on actual attendance. Therefore, all fees are payable even if your child does not attend nursery for all their booked sessions.

Emergency Closure

In unavoidable and exceptional circumstances, for example, notifiable infection, terrorism, vandalism, fire, storm damage, floods, pandemics, snow, it may be necessary to close all or part of the Nursery at short 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 no refunds will be paid.

Allowances

Siblings

5% discount on fees for the least expensive child when two siblings are registered with the nursery. This does not apply to when one or both the children are funded.

Notice Period

At Growing Minds we require two week's written notice to the nursery manager if you wish to withdraw your child from nursery or would like to reduce the amount of booked sessions they attend for. You may also do so by e-mailing enquiries@growingmindsnursery.co.uk.

Failure to do so will result in the full deposit being forfeited. For children in receipt of FEFC, 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 manager that they will be moving on elsewhere with as much notice as possible, but at least 2 weeks, so that we can operate an efficient waiting list.

Invoices

Booked session fees are invoiced and payable a calendar month in advance. Any additional ad-hoc sessions will be invoiced and payable in the following month.

Invoices will be sent via the Family App on the 25th of the month (or the next working day thereafter).

Payments need to be cleared in the nurseries bank account by the 1st of the month (or the next working day thereafter).

Your child's first month attendance fees must be paid in advance before their first day of starting nursery.

Fee Payment

We accept bank transfer as the main way of paying for fees. Parents/carers must use their child's name or Tax Free Childcare code as a reference and send a message via the Family App to let us know you have paid.

Bank Details

Bank: Barclays

Account Name: Growing Minds Day Nursery Limited

Account Sort Code: 20-98-98

Account Number: 33151913

The Nursery Bank account details can also be found in the Parent/Carer Handbook or can be obtained from the Nursery Manager.

Payments by Cheque/Cash will only be accepted temporarily and in limited circumstances. A request to pay by cash/cheque must be by prior arrangement during office hours. No change can be given, and overpayment will be treated as payment on account.

Parents/carers must place cheques/cash in an envelope and write the date, their child's name, DOB, and enclosed amount on each envelope. Cheques should be made payable to: Growing Minds Day Nursery Limited. Any payment in cash or by cheque should be handed to the nursery manager or deputy before the 1st of the month. The manager or deputy will open and check the contents in the presence either of the payer or another member of staff and issue a receipt for payment.

Non-payment of Fees

All fees not received by the 1st of the month (or next working day thereafter) will be deemed late.

A £3 daily administration fee will be added to the final bill.

Should a parent/carers have problems paying their child's fees on time they should communicate in confidence to Jennie Crossley (Managing Director). If an arrangement has not been made then the following procedure will apply:

If fees are not received on the 1st of the month (or next working day thereafter), a Late Reminder Invoice will be issued and you will additionally incur a £3.00 daily charge for late payment.

If fees are not received 7 days after the date on the Late Reminder Invoice the nursery 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 remain liable to pay for all the sessions that the child has attended up until that point and the daily administration fee that has been applied to the bill. The nursery is within its rights to use any paid Booking Deposit to cover any loss of fees when a child's place is suspended.

If your child is in receipt of NEF hours and you have chosen to book extra sessions but have reneged on the payment of these, 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.

Growing Minds Day Nursery thanks all parents and carers for their understanding and will do all that it can to avoid the above situation.

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

At Growing Minds 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 funding

1 September - 31 December

1 January - 31 March

When your child will receive FEEC

Spring term (January)

Summer term (April)

1 April - 31 August

Autumn term (September)

At Growing Minds Day Nursery you are entitled to a maximum of 15/30 hours of funded sessions per week for 38 weeks a year. We offer a variety of sessions to use the FEEC please see the fees detailed in the Parent/Carer Welcome Pack for more information. Further copies are available on the nursery website, in the main office or displayed on the Parent/Carer Notice Board.

Parents/carers 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.

FEEC Meals and Consumables

Government funding is intended to cover the cost of delivery of 15 or 30 hours a week of high quality, flexible early childhood education and care. It is NOT intended to cover the cost of meals, consumables, additional hours or additional services.

The government has released some guidance following the introduction of the extended hours funding which states:

You shouldn't use this funding to cover the cost of consumable items, such as drinks, meals or nappies, or additional services, such as baby yoga, music lessons and school trips. You can charge parents for additional items or services, but you mustn't make this compulsory for any parents taking up a publicly funded place for their child.

Early Years Entitlements: operational guidance (2018).

At Growing Minds Day Nursery we charge a small fee to cover the cost of meals and consumables and these are detailed on the Funding information Sheet. This can be obtained from Jennie Crossley (Managing Director) or by messaging a member of the management team.

The charges are voluntary and the free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables. If you choose to opt out then you will need to provide the following where applicable:

- wipes (enough for the child's day at nursery)
- nappies (enough for the child's day at nursery)

- suncream (a clearly named bottle must be supplied from April until October. This must be of a minimum factor 30).
- fruit/vegetables for snack (pre-prepared)
- lunch (healthy and following early years guidelines for a healthy lunch)
- a starchy carbohydrate (toast, crumpet, pitta)
- tea (healthy and following early years guidelines for a healthy lunch).

Please be aware that unfortunately, due to storage we do not have the facilities to store any items in our fridge therefore all foods brought in must not require refrigeration. Food brought into nursery must strictly adhere to the government guidance we follow <https://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england>

Please be aware that if parents/carers do not supply enough nappies, wipes or suncream for their child then a charge of 50p per item per day will be charged to your account (subject to change).

We will follow the same procedures as our normal care price fees for all additional charges. Please refer to fees, invoices, paying fees and non-payment of fees detailed above.

Childcare vouchers and other employer schemes

The following schemes are closed to new applicants:

- childcare vouchers
- childcare your employer arranges with a provider (known as 'directly contracted childcare')

If you joined one of these schemes on or before 4 October 2018 you might be able to keep getting vouchers or directly contracted childcare.

You can keep getting vouchers or directly contracted childcare as long as:

- your wages were adjusted on or before 4 October 2018
- you stay with the same employer and they continue to run the scheme
- you do not take an unpaid career break of longer than a year

If you are still in receipt of Childcare Voucher we are normally able to accept payment under these schemes. Please talk to the Managing Director.

Tax-Free Childcare

You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider. This is paid via an online childcare account that you set up for your child.

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.

Please visit: <https://www.gov.uk/get-tax-free-childcare>