



# **St Joseph's Nursery**

## **Fees policy**

**Policy adopted on 24/04/2022**

**Policy to be reviewed on: 1<sup>st</sup> January 2025**

**Reviewed 2<sup>nd</sup> January 2025**

**Policy to be reviewed on: 2<sup>nd</sup> January 2026**

**St Joseph's Nursery**

**Fees Policy**



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Tel: 01243 782818  
Email: [nursery@stjosephsinfant.school](mailto:nursery@stjosephsinfant.school)  
Website: [www.stjosephsinfant.school](http://www.stjosephsinfant.school)



### Nursery fees

	Funded	Non-Funded
Morning 8.30am – 11.30am	No charge	£19.80
Afternoon 11.30am – 2.30pm	No charge	£19.80
Extended Session 2.30pm – 3.15pm	£4.40 per hour	£4.40 per hour

Early/late charge £5.00 (at the rate of £5 per 5 minutes). To be added to the next monthly bill.

When a child starts at St Joseph's Nursery, sessions will be put into place that have been agreed by the parents and the nursery. The aim of this plan is to detail the hours the child attends and the cost (if any) as well as noting any relevant government funding or voucher schemes. Once the application pack has been filled in and signed, the first invoice is issued. In signing and returning the session plan, parents are guaranteeing payment of the fees stated.

Payment details will be provided on the invoices emailed to parents each month. Fees are processed on a monthly basis around the 20<sup>th</sup> of each month, the first one will be issued before the child starts. The invoice will state by what date the payment will need to be paid in full by the 1<sup>st</sup> of each month.

Extra sessions may be added if needed. To add an extra session please email [sbundy@stjosephsinfant.school](mailto:sbundy@stjosephsinfant.school). These extra sessions are space permitting, to ensure ratios are kept. To change a child's days, we will require 2 weeks' notice. The session plan is adjusted whenever parents agree a change with the office. Statements are issued if fees are overdue.

## 2. Forms of funding

For the parents:

-  Free Entitlement funding provided by West Sussex County Council (WSCC)
-  Childcare voucher schemes provided by some employers
-  Tax-Free Childcare scheme

(go to <https://www.childcare-support.tax.service.gov.uk/> for more information)

-  Universal Credit

(if you are eligible, we will provide the required evidence to support your application for childcare costs)

For the setting:

-  Early Years Pupil Premium (EYPP) for eligible children
-  Disability Access Fund
-  Deprivation Supplement
-  Inclusion Supplement

### Free Entitlement Funding

Free Entitlement (FE) funding is available for all three- and four-year olds, regardless of their background or family circumstances. Each child is entitled to 15 hours of Universal Funding per week over a period of 38 weeks



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per year commencing on their start date (see table below) and finishing when they reach compulsory school age (the start of the first term following their fifth birthday). Children will receive their Free Entitlement funding from the term after their third birthday.

A child born on or between:	Will become eligible:
1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> September following 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December.	1 <sup>st</sup> January following 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March.	1 <sup>st</sup> April following 3 <sup>rd</sup> birthday.

To qualify for Free Entitlement, a completed WSCC Parent's Declaration Form must be returned to the nursery and the parent or carer must show original proof of the child's date of birth (passport or birth certificate).

We are unable to swap sessions as staffing ratios are carefully planned based on the daily number of children attending. If a child is absent for any reason (including sickness or family holidays) from a pre-booked session, fees are strictly non-refundable and we are unable to swap sessions.

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

The school cannot allow any debts to accrue and parents/carers will be advised that their child can no longer attend with immediate effect if fees due are not paid within agreed timescales. Generally, all invoices should be paid by the beginning of the month unless otherwise agreed.

#### **Late fee collection**

As per the contract, payments must be made in full and in advance before the 1st working day of the month. Late payments will incur a fine of £10 plus £5 each week thereafter, unless an arrangement has been made with management. Failure to pay will result in Parents being issued with a reminder invoice, statement of fees and a letter asking payment to be made within 7 days of the date of the letter. Failure to do so will result in a second letter being issued, informing parents not to bring their child into nursery, until the outstanding balance is paid in full. This is to avoid placing the parents into significant debt. Where possible the childcare place will be held until the fees are paid in full, however, this cannot be guaranteed. Where a child is attending lunch sessions and there are outstanding fees of 1 months or more we reserve the right to change the sessions to all mornings or all afternoons until the remaining balance is paid.

St Joseph's Nursery understand the impact the rising energy costs are having on families and aim to help parents and families facing financial hardship. It is therefore vital to inform management of any difficulties as soon as possible. If early notice is given we may be able to waive late payment fees and work with the family and other agencies to access financial support.