

Thanet Early Years Project

PRICING and FEES POLICY

Thanet Early Years Project is committed to providing good quality affordable childcare to all families living in the local area. In order to ensure TEYP is a sustainable business, we do all we can to keep our fees as low as possible, this includes applying for external funding sources and financial support wherever possible.

General Principles

- TEYP believes in open communication with parents, carers, staff and partner agencies. We endeavour to keep fees as low as possible in line with our aim to provide services that are accessible and affordable to all families living within the local community and surrounding areas.
- TEYP recognise that children need to feel secure and settled within the nursery routine and therefore expect that all children will attend at least two settle sessions of nursery over a minimum of two days. Settle sessions are non-chargeable.
- We set our fees at a realistic level, and where possible, lower than other local childcare providers whilst ensuring we are able to provide services that are of good quality and sustainable.
- From time to time fees will be reviewed in line with general increases in setting costs, for example staff wage increases due to increases in the National Minimum and National Living Wage, increased rent charges and expenses due to inflation.
- Children aged two, three and four years who qualify for Free Early Education (FEE) will be entitled to 15 hours per week for up to 38 weeks per year during term time only. Please see our Patterns of Delivery for your individual setting. Anything outside these hours to be paid as wraparound, such as early or late sessions or lunch.
- Children aged three and four years may be eligible for 30 hours of free childcare each week over 38 weeks during term time only. Please see our Patterns of Delivery for your individual setting. Anything outside these hours to be paid as wraparound, such as early or late sessions.
- Extra sessions are paid in advance (and at least one day prior to the extra session taking place). Unless this is a permanent change, extra sessions will not be added on to your weekly fees.
- TEYP will consider the transfer of FEE funding to another childcare provider only if it meets the TEYP exceptional circumstances criteria. Parents need to discuss with the manager reasons for removing their child from a TEYP setting. The manager will assess each individual request separately and follow the exceptional circumstances criteria. Parents will be informed of the decision. Transfer of FEE to another TEYP setting will be automatically granted.
- Should TEYP agree to transfer FEE to another childcare provider, this will be done after the two week period of notice and only if any outstanding fees are paid in full.

- **Nursery fees are to be paid during the settling in period for new children ready for the week they start nursery. Failure to pay will delay the child's nursery start date as full sessions will not start until payment has been received. Once fees are paid, fees must then be paid regularly each week or month to keep the account one week in advance.**
- **All nursery fees MUST be paid for by Friday lunchtime (12 noon) in advance. Any payment made after Friday midday will be regarded as a late payment and will not be processed until the following week. Wraparound hours will not resume until your account is in credit. Two late payments will result in your wraparound hours being removed and your child will be reduced to their Free Early Education (funded) hours only. It is at the discretion of the Project Manager as to whether wraparound hours will be reinstated following two late payments.**
- Thanet Early Years Project accept fees in cash or through BACS payment, standing order or childcare vouchers. Please use the reference **child's first & surname plus nursery code** (your child's nursery) – for Growing Together GT, for Explorers Exp and for Hand in Hand HH, so we can easily identify your payment.

For your information, our bank details are as follows:

Lloyds Bank PLC,

Account Name: Thanet Early Years Project

Account No: 01203907

Sort code: 30 96 93

- For your child to return to their normal hours after a period of absence such as illness or holiday, fees **are** still payable each week - this will keep your child's place open for when they return. Even if your child does not attend the booked sessions, TEYP still expect parents to pay their child's fees each week. Failure to do this could result in your child losing their paid additional hours. ***Please note, on receipt of an outstanding payment, paid hours are not automatically reinstated. This will be down to individual cases and at the discretion of the Project Manager.***
- In certain cases, if a paying child is unable to attend their nursery hours due to hospitalisation, short-term severe illness, or on the medical advice of their GP or Consultant, half fees may be considered on request to the Project Manager.
- This above does NOT apply if the setting is closed and TEYP are unable to offer alternative childcare at one of their other nurseries.

Trips, visits and special events.

- From time to time parents / carers and children are offered the opportunity for special educational and recreational visits or to take part in special events within the setting such as music workshops. A voluntary contribution may be requested in this event however this would be the exception rather than the rule.

All parents / carers will be informed in advance of any such plans and contributions will be requested in advance of the event.

Late pick up

- If a parent / carer is late to pick up their child, they will be charged at an extra **£15 per 15 minutes** or part thereof to cover actual staff overtime costs.
- After a period of 15 minutes and if the setting is unable to contact the parent / carer / emergency contact, the setting will implement the Safeguarding Children Policy and Social Services will be contacted.

Illness

- Parents are asked to inform the setting manager if a child is unwell or absent for any reason. ***Please remember that nursery fees and any wraparound sessions such as a lunch session are payable when your child is absent from nursery.***
- Absences are recorded for children in receipt of 15 or 30 hour FEE. This is a requirement of KCC Management Information.

Late payment of fees

- Thanet Early Years Project is committed to ensuring that parents / carers do not incur debt through late payment.
- To this end each setting makes sure that all parents / carers are fully aware of the exact fees to be paid, methods of payment and dates when payment should be made before their child starts at the setting.
- Wraparound hours **must** be reduced to Free Early Education (funded) hours if fees are not paid on time. It is at the discretion of the Project Manager as to whether wraparound hours will be reinstated following late payment of fees or recurring missed payments.
- Where places are paid for solely by the parent/carers, TEYP reserve the right to suspend or cancel the child's hours at the setting with immediate effect.
- Any outstanding debts must be cleared at the beginning of a new term if parents wish to claim for new funding and remain at the nursery for the next term. For example, if outstanding fees are not cleared at the end of Term 1&2, then TEYP will not be able to claim funding for Terms 3&4. Therefore your child's place will be terminated.

NB Failure to keep up with your fee payments in advance, could put your child's hours at risk. In this case, children will either remain as FEE only hours or their place will be terminated indefinitely and your child's place at nursery cancelled. This will be put into place after two missed fee payments.

Notice Period

- Parents are asked to give a courteous two week period of notice to leave Thanet Early Years Project. It is during this notice period that any outstanding fees must be paid. If outstanding fees are not paid in the first week of notice, in week two, your child's wraparound hours will be reduced to FEE only.

Thanet Early Years Project aim to foster a safe working culture and anyone who has concerns about any areas of practice or non-compliance of policies and procedures should speak immediately to their line manager in the first instance or the Project Manager on 01843 609634.