

Early Birds Nursery Charging Policy

Reviewed September 2023



The Stour Academy Trust

At Early Birds Nursery, we are fully committed to the belief that the well-being and education of our pupils is our number one priority. We aim to encapsulate this belief in every interaction and each learning task that is delivered. With our focus on meeting individual needs, supported by valued relationships with families, we know that we really can put our children first.

We provide a nurturing and supportive learning atmosphere, where children can reach their full potential. We are proud of our friendly qualified nursery team and believe we effectively facilitate all our children's needs through a wide range of differentiated experiences.

Free early education and childcare

2 year olds

Depending on personal circumstance, some 2 year olds are entitled to 15 hours a week of free early education and childcare. An application will need to be made by the parent via the KCC Synergy portal to confirm eligibility [Synergy - Enquiry \(servelec-synergy.com\)](https://www.kcc.gov.uk/servelec-synergy.com). A code confirming a parent's eligibility will need to be shared and checked by the nursery prior to the child starting.

3 & 4 year olds

Before starting school all 3 & 4 year olds are entitled to 15 hours a week of free early education and childcare. This is known as the free universal entitlement for all 3 and 4 years olds. Funding starts the term after the child's third birthday.

Some 3 & 4 year old children may be eligible for 30 hours a week of free early education and childcare. The additional 15 hours is funded by the extended offer for eligible 3 and 4 year olds. Parents must apply for these additional hours and this can be done through the government website <https://www.childcarechoices.gov.uk/>. Parents will receive a 30 hours eligibility code which they need to share with us so we can validate their claim before their child starts with us.

Fees

If children are not eligible for free early education or would parents would like their child to attend for additional hours then our hourly rate will apply. Our hourly rate is £5.50 per hour.

Additional Costs

If children stay for lunch then parents may provide them with a packed lunch or purchase a school dinner at an additional cost. As standard, children attending sessions both before and after the lunch will be checked for Free School Meal eligibility.

Additional charges apply for breakfast and after school club services.

From time to time we may ask for voluntary contributions towards special events or trips. These are voluntary and non-payment will not affect a child's ability to attend or take part in activities on offer within their sessions.

Consumables such as nappies, wipes and sun cream should be provided by the parents/ carers.



Invoicing and Payment

Invoices will be itemised and issued on a regular basis, allowing parents to see that they have received their free entitlement completely free of charge and clearly see the fees charged for additional hours.

Payment terms are full payment must be received within 7 days of the invoice being issued. Payments can be made by BACs or card. We also accept childcare vouchers. Failure to make payment will result in the COO being made aware who may choose to involve third party collection services.

Termination

We ask for at least two weeks notice in writing if parents wish to terminate their child's place with us. There is no notice period for children who are accessing our provision as a funded child.

Late Pick Up

If you are late collecting your child, an extra charge of £1.00 will be incurred for every 5 minutes past the session finish time.

The Board of Directors, through its Audit and Finance Committee, reviews and approves this policy every two years. It may, however, review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

Next review September 2024.

