



The Village, Clifton-upon-Teme, Worcs WR6 6DE

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Fee Structure and Related Financial Matters

The fee structure is normally reviewed during January each year for implementation in the February invoice.

With effect from 1st February 2017 the following fee structure applies.

a. Babies:

Hourly rate	£5.55
Minimum booking period	6 hours (or 2 x 3 hours)
Minimum daily chargeable period	half an hour

b. 2 to 3 years:

<u>Hourly rates</u>	
8.30am to 3.00pm	£4.95
7.30am to 8.30am / 3.00 pm to 6.00pm	£5.25
Minimum daily booking/chargeable period	As for babies

c. 3 to 5 years and 5 years +:

<u>Hourly rates</u>	
8.30am to 3.00pm	£4.75
7.30am to 8.30am / 3.00 pm to 6.00pm	£5.25
Minimum daily booking/chargeable period (*)	As for babies

(* Please note that for 'wraparound' care for school children in the morning before school opens the minimum chargeable period each day will be 1 hour)

A discount of 12p an hour on the above rates is given for 'All Year Round' children's hours

Late pick up penalty fee (after 6pm)

- Up to 15 minutes - £5.00 with a further £5 for each additional period of up to 15 minutes.

Early drop-off/Late pick up fees (before/after booked session)

- After 10 minutes, a charge of the relevant rate will apply



Definition of Term-Time

Please note that 'Term Time' refers to the school terms of Clifton-upon-Teme Primary School.

Inset Days

Please note that Inset Days are regarded as part of the school term and will be charged for accordingly as:

- 1) They are arranged by the school during term-time.
- 2) The days count as part of the relevant term for Early Education Funding purposes for 3-4 year old children.

Early Education Funding

Free Early Education for Three and Four Year Olds

We operate the Early Education Funding scheme where Worcestershire County Council provide free early education places for all three and four year olds. Children are entitled to receive 15 hours of free early education a week for 38 weeks of the year, from the term following a child's third birthday.

For more information on the scheme and how it operates in conjunction with our tariff for 3 to 5 year olds then please contact us. Alternatively you can find out more by reading the free early education 'Frequently Asked Questions' on the Worcestershire County Council website (www.worcestershire.gov.uk) or by contacting the Worcestershire County Council Early Help Hub on 01905 822 666 or e-mail earlyhelphub@worcestershire.gov.uk.

Free Early Education for Two Year Olds

Worcestershire County Council provides free early education places to some two year olds. Please visit the Early Education Funding for 2 Year Olds page on the Worcestershire County Council website (www.worcestershire.gov.uk) for more information or contact the Worcestershire County Council Early Help Hub on 01905 822 666 or e-mail earlyhelphub@worcestershire.gov.uk.

Eligible children are entitled to receive 15 hours of free early education per week starting the school term after their second birthday, the funding will continue until the child is old enough to claim the three year old funding which is the school term following their third birthday.

Clifton-upon-Teme

Early Years Centre



Other items

Fee Payment Policy

Invoices are issued in advance of child care for the calendar month and are made available for collection by parents during the first week of the relevant month. Our payment terms are that invoices are to be paid in full no later than 20th of the month of issue. Any invoices paid after the 20th will incur a £25 late payment fee.

The EYC appreciate there can be occasions where it may be difficult to make payments in full due to personal finances. However, it is the responsibility of parents to inform the EYC if there will be a delay in payment for any reason so a payment plan can be pre-approved in writing.

Where no such plan has been agreed the following will be followed:

1. Where an invoice has not been paid within 1 calendar month of issue
 - i) the £25 late payment fee will be included on the following month's statement, together with the following month's invoice(s)
 - ii) the account will be regarded as 'in arrears'.
2. Where an account is 'in arrears' the EYC will not be able to accept any requests for additional days/ hours until the account is settled in full.
3. If the account has not been settled in full after 2 calendar months, the EYC will give notice to the parent that the EYC will be unable to accept their child (apart from any hours covered by Early Education Funding) until the account is settled in full. The EYC also reserves the right to ask for payment up front for any further childcare.

We reserve the right to charge an administration fee of £25.00 if a cheque is returned unpaid.

We operate a standing order system to assist parents in spreading the cost of fees over an agreed period depending upon the number of sessions booked.

We are also happy to accept salary sacrifice vouchers and we are registered with a number of voucher providers including Accor Services Direct, Sodexo Pass, Busy Bees, Care-4, kiddivouchers, Fideliti, and kidsunlimited. They all have very helpful websites where you can obtain further information or contact us for further information.

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Withdrawal, reduction, increase or change in permanent sessions/hours

One month's notice in writing is required of withdrawal of a child from the nursery or for a reduction in the number of sessions.

Cancellation of additional sessions are also subject to one month's notice in writing.

We encourage one month's notice for a permanent change and/or increase in sessions but will attempt to respond positively to such a request as quickly as possible depending on the register situation and related staff/child ratios.

Where a child is booked for "term time only" and there is a request for holiday time sessions we will attempt to respond positively but parents must appreciate that reduced staffing may mean that such places cannot be offered because of the staff/child ratio applying.

Additional sessions/hours

We are happy to provide additional sessions/hours if needed on a temporary basis subject to there being space available. Please note that, once confirmed, an additional session is subject to the same cancellation period as a permanent session. It is not possible to swap pre-booked sessions between days.

Please note that if an account is 'in arrears' (see Fee Payment Policy above) then the EYC will not be able to accept any requests for additional days/ hours until the account is settled in full.

Responsibility for fees when a child is absent through illness, injury or holidays

When a child is away from the nursery, whether through holiday, illness or injury, for periods of up to one month, the full fee structure will continue to apply.

For longer term absences, a retainer fee can be discussed with the parent/carer to ensure that the place is available to the absent child on his/her return.

Registering for a place in advance (Payment of deposit and administration fee)

A place can be registered in advance up to three months before the place is taken up. A deposit payment of £150 for babies will be payable and £100 for 2 year olds and older.

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Registering for a place in advance (Payment of deposit and administration fee) – [Cont'd]

£50 of the deposit is retained as a registration fee with the remainder being offset against invoices, at £50.00 per month i.e. £100 over the first two months for babies and £50 against the first month's invoice for 2 years and older.

In the event that the place is not taken up the full deposit will be forfeited.

Where a child is registered for **EEF sessions only** in accordance with Worcestershire CC EEF guidelines no deposit/administration fee is charged. However, should additional services subsequently be used then the £50.00 administration fee will be levied in addition to the relevant fees.

1st February 2017