# Policy regarding Payments

Parents like Monique's nursery for their children. There is a long waiting list, and once a child has entered the nursery, it is unusual for them to move nurseries until they leave as they come up to school age. Therefore, when the child enters the nursery, agreement is reached over how many sessions will be attended by the child each week. This is translated into a monthly fee, and parents are asked to set up a monthly standing order for the amount, always payable on the 1st of the month. Parents are expected to pay on time and if parents fail to pay, a reminder will be sent. Parents are expected to make payment within 10 days of the written reminder. If the payment is still not made, the parents will be asked to remove their child (see terms and conditions)

Payments can be accepted from bank and childcare voucher companies on behalf of the parents. Parents remain liable for non-payment from the voucher companies.

Cheques/cash are only accepted for the first/last payments and to cover any additional hours costs.

Children already on the role of the nursery can ask for additional hours on an ad hoc basis e.g. "Can she come to the nursery on Thursday as well this week?". If an appropriate place is available then they will be accepted. Additional time will be charged at the child's standard rate and invoiced separately to the parent.

On a day-to-day basis, penalty charges will be applied for early drop offs and late collection.

The Free Entitlement

Children are eligible for the free entitlement from the Government the term after they turn 3 years of age. We offer all children either a free place for the universal offer of up to 15 hours a week for 38 weeks a year, or up to 12 hours a week for 51 weeks (stretched funding up to a maximum of 570 hours per year). If you are entitled to the extended 30 hours this is for 38 weeks up to a maximum of 1140 hours a year, or up to 23 hours a week stretched for 51 weeks. At our setting, the Universal 15 hour free entitlement hours are delivered between 9-12am on a short day, and 8.30-11am and 3-5.30pm on a long day.

We will apply for 15 hour funding on your behalf. You will need to supply evidence of your child’s birth certificate, complete a parental declaration form, and verify details of any other free entitlement you are accessing in any other setting.

In order to receive the 30 hour funding, you must complete the parental declaration form on which you must provide us with an 11 digit code which you must obtain from the government website three times a year. Each term, you will need to supply the government with significant data to ensure you qualify for the 30 hour scheme. It is your responsibility to pass onto us the 11 digit code 3 times a year so that we can activate your funding. Our 30 hours offer is delivered between 10am-2pm for our short day, and 10am-4pm on a long day.

In both cases, fees for your wrap around care will be clearly shown on your fee advice.

When accessing the funded hours, those children must attend nursery during those set hours. Any funded hours not used by a child can be claimed back from the nursery by the Government. The Parental Declaration forms are required for auditing purposes. Should an audit find that a child has regularly arrived 30 minutes late for funded sessions, or been picked up 30 minutes early from the sessions, the government may claim the payment back. These sessions refer to set hours for 15 and 30 hours as disclosed above. In these cases, parents will remain liable for refunding the nursery