



## Tonbridge Fees Policy September 2024

Thank you for choosing Junior's Day Nursery as your preferred childcare provider. This policy will provide important information about our fees and our delivery of funded early years entitlements.

Junior's is open 7.30am – 6.30pm, 51 weeks of the year. We are closed between Christmas and New Year, and you are not charged for this week. We close on Public & Bank Holidays and for 2 inset staff training days (usually the first Thursday and Friday of the school summer holidays in July) each year, which are payable in full in spite of closure, as our monthly staffing costs remain the same. For a full list of closures please refer to our calendar on Famly.

Our fees do not include some outings, celebrations, or entertainment in addition to our usual session activities.

### Registration Fee:

A non-refundable registration fee of £100 is required to secure your registration at the nursery. Fully funded places are not charged this fee.

### Minimum Attendance:

Junior's operates a minimum attendance requirement of 2 full days a week.

### Fees:

Fees are payable monthly in advance, on the 1<sup>st</sup> of each month, in accordance with the rates in force at the time. Fees are reviewed termly (January, May & September) each year, or in the event of any changes to the Code of Practice, government changes or any unforeseen events. Any changes to current rates will be advised in writing, at least one month in advance.

Fees will be the responsibility of the person/persons named on the registration form.

Fees are calculated based on the 51 weeks of the year that Junior's is open, averaged into 12 monthly payments. Monthly payments include bank and public holidays as well as inset days, which are payable in full in spite of closure, as our monthly staffing costs remain the same. Funded only sessions will be offered alternative sessions should the nursery be closed for bank & public holidays.

Full time places are charged for 50 weeks per year. Prices quoted per child are for a full day (7.30am to 6.30pm), or a session (7.30am to 1pm, or 1pm to 6.30pm). Extra sessions or full days (if available) outside the contracted weekly sessions must be paid for on the day or in advance.

We are unable to accommodate the swapping of days or sessions under any circumstances.

### NOTICE:

Six weeks written notice is required if you no longer require your nursery place, or wish to withdraw your child from the nursery, or reduce attendance. Fees are payable during this notice period. Fees are also payable if there is any delay taking up the nursery place once the place has been confirmed to you in writing. Session changes are charged at the extra session fee rate if made part way through the month, with the annualised amount calculated the first full month of changed sessions.



#### Illness/Absence:

No refund will be given in the event of a child's absence due to illness, holidays, bank or public holidays, staff training days, closure due to extreme weather or any other reason e.g. utility supply issues, government or authority guidance.

#### Extra Sessions:

All requests for extra sessions must be made via email at [tonbridge@juniorsdaynursery.co.uk](mailto:tonbridge@juniorsdaynursery.co.uk). Payment is required in full before the session.

#### Late Collection:

Children must be collected promptly at the end of the session. Should a parent fail to collect their child by the end of the session, you will be charged a £15 late fee, and a further £15 for every 15 minutes thereafter.

#### Late Payments:

Fees are payable in full and in advance, on the first of each calendar month to which they relate, by direct debit, bank transfer or Tax-Free Childcare payments. We also accept childcare voucher payments with prior agreement. We are unable to accept cheques or credit card payments.

Payment of the fees are the responsibility of the signatory parent/carer named on the application form. A late payment fee of £10 per day will be charged on fees which are 10 or more calendar days overdue.

Please note that you are liable to pay full fees in the event that funding is not authorised by KCC due to funding being claimed by another setting or if you are no longer eligible for the Working Parent's Entitlement Funding.

We reserve the right to refuse entry to a child whose fees are 15 or more calendar days overdue and to terminate their registration (funded hours excluded). Legal action will be taken where necessary to ensure recovery of all outstanding fees.

If you are experiencing financial hardship, please speak in confidence to the Nursery Manager so alternative payment arrangements can be made. Children in receipt of the Free Early Education Entitlement will not be able to access additional sessions until outstanding fees are settled.

#### Payment Methods:

Junior's accepts payments from Tax Free Childcare Accounts, bank transfer, childcare vouchers, and direct debit payments which are taken on or around the 1<sup>st</sup> of the month that they relate to.

#### Tax Free Childcare:

Tax Free Childcare is a government scheme that allows eligible parents to open an online account to pay for childcare. The government contributes 20% for every pound you pay, so for every £80 you pay, the government will pay in an extra £20. To check your eligibility and to find out more, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

#### Funding Offered:

Whilst the Government funding is structured for 38 weeks of the year (term time), Junior's operates its places and subsequent fee structure for 51 weeks of the year. 15 or 30 funded hours are accessible and will be spread across the 51 weeks that we are open.



Parents should visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) website for further information and to assess their eligibility for funding.

Universal funding (3 & 4 year olds – 15 hours)

3- & 4-year-old funding for working parents – up to 30 hours

9 month to 2-year-old funding for working parents – 15 hours (from Sept'25 - 30 hours)

Free-for-2 (FF2) funding for eligible families – 15 hours

Please see the table below for fee calculations and how your child can access their funded hours at Junior's Day Nursery alongside the associated costs and additional hours. You will receive notification in advance of your child becoming eligible, and you will be invoiced through Famly. Children are eligible for the 3 years plus tariff the term following their third birthday. For further information please contact the Office Manager or visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Children are eligible for the age related fee rates the term after their birthdays.

| <b>Standard Monthly Fees – Autumn Term 2024 September to December</b>                      |                 |                  |                  |               |
|--|-----------------|------------------|------------------|---------------|
|  | <b>3-8 mths</b> | <b>9-23 mths</b> | <b>2 – 3 Yrs</b> | <b>3+ Yrs</b> |
| <b>2 days</b>  | £820.25         | £820.25          | £820.25          | £786.25       |
| <b>3 days</b>  | £1230.38        | £1230.38         | £1230.38         | £1179.38      |
| <b>4 days</b>  | £1640.50        | £1640.50         | £1640.50         | £1572.50      |
| <b>5 days</b>  | £2010.42        | £2010.42         | £2010.42         | £1927.08      |
| <b>3 sessions</b>  | £701.25         | £701.25          | £701.25          | £701.25       |
| <b>4 sessions</b>  | £935.00         | £935.00          | £935.00          | £935.00       |
| <b>5 sessions</b>  | £1168.75        | £1168.75         | £1168.75         | £1168.75      |
| <b>Monthly Fees with 15 hours funding applied - Autumn Term 2024 September to December</b> |                 |                  |                  |               |
|  | <b>3-8 mths</b> | <b>9-23 mths</b> | <b>2 – 3 Yrs</b> | <b>3+ Yrs</b> |
| <b>2 days</b>  | N/A             | £311.35          | £423.87          | £515.35       |
| <b>3 days</b>  | N/A             | £736.36          | £834.00          | £908.48       |
| <b>4 days</b>  | N/A             | £1161.35         | £1244.12         | £1301.60      |
| <b>5 days</b>  | N/A             | £1544.68         | £1614.04         | £1656.18      |
| <b>3 sessions</b>  | N/A             | £226.35          | £304.87          | £430.35       |
| <b>4 sessions</b>  | N/A             | £481.35          | £538.62          | £664.10       |
| <b>5 sessions</b>  | N/A             | £736.35          | £772.37          | £897.85       |
| <b>Monthly Fees with 30 hours funding applied - Autumn Term 2024 September to December</b> |                 |                  |                  |               |
|  | <b>3-8 mths</b> | <b>9-23 mths</b> | <b>2 – 3 Yrs</b> | <b>3+ Yrs</b> |
| <b>2 days</b>  | N/A             | N/A              | N/A              | £425.05       |
| <b>3 days</b>  | N/A             | N/A              | N/A              | £637.58       |
| <b>4 days</b>  | N/A             | N/A              | N/A              | £1030.70      |
| <b>5 days</b>  | N/A             | N/A              | N/A              | £1385.28      |
| <b>3 sessions</b>  | N/A             | N/A              | N/A              | £430.35       |
| <b>4 sessions</b>  | N/A             | N/A              | N/A              | £573.80       |
| <b>5 sessions</b>  | N/A             | N/A              | N/A              | £717.25       |
| <b>Extra Day</b>   | £96.50          | £96.50           | £96.50           | £92.50        |
| <b>Extra Session</b>   | £55.00          | £55.00           | £55.00           | £55.00        |



The fees shown are inclusive of funding and monthly fees, which includes services such as, and not limited to, all home cooked meals and snacks, drinks, sunscreen, nappies, wipes, forest school activities, extra consumables (e.g. topic resources, baking ingredients etc), extra experiences (e.g. visits, themed days etc), and includes 51 weeks of the year (equivalent to school term time PLUS school holidays). Funded hours will be allocated equally across the months within each term.

Autumn Term                      September - December

Spring Term                      January - April

Summer Term                      May – August

This enables the monthly fees to stay the same for each month in the term and enables school holidays to be included. In Kent, children become eligible to claim their free early education from:

| <b>A child born between:</b>           |  |
|--|--|
| 1 April to 31 August (inclusive)       | The start of term 1 following their eligible birthday (after summer holidays) until statutory school age.                |
| 1 September to 31 December (inclusive) | The start of term 3 following their eligible birthday (after Christmas and New Year holiday) until statutory school age. |
| 1 January to 31 March (inclusive)      | The start of term 5 following their eligible birthday (after April holiday) until statutory school age.                  |

How Junior's Applies the Funding:

All funding from KCC is for 38 weeks of the year (school term time). We open 51 weeks of the year, so we divide the whole of the terms funding over each month in the term.

The number of weeks in each term (as set out by KCC) differ, meaning allocated funding amounts change each term. For example, Spring term 2024, (January to April) is 11 weeks long. The Summer term is 13 weeks long and the Autumn term is 14 weeks long. This subsequently means that fees payable by parents/carers will increase/decrease accordingly. The weeks in each term are set by Kent County Council and can change each year.

Whilst a child is eligible for their funded hours from the start of the summer term, this generally falls mid-way through April. Therefore, Junior's do not apply the funded hours in April, but instead apply all the summer term funding across the months of May to August.

Junior's allows 10 hours of funding per day, or 5 hours per session, up to the maximum weekly allowance.

Funding is eligible the term following your child's birthday. For example, if your child turns 2 between 1<sup>st</sup> April and 31<sup>st</sup> August you will be eligible for funding from Sept 2024.

Each child will be funded to a maximum of 15 hours each week for 3 & 4 year olds (30 hours for eligible working parents), or 15 hours for working parents of 9 months to 2 year olds who meet the criteria, of no more than 10 hours per day. Funding is only available for 38 weeks each year. Currently these 38 weeks are in line with KCC school term dates.

Working Parent Entitlement - 9 months to 2 years – Up 15 hours:

This funding is for working families who are eligible, with children who are aged from 9 months of age from 1<sup>st</sup> September 2024 up to 2 years of age. The Working Parent Entitlement offers up to 15 hours of funding for 38



weeks of the year, which is a total of 570 hours of funding per year. This is due to be increased to up to 30 hours of funding per week from September 2025, which is up to 1140 hours of funding per year.

To be eligible for this funding you need to check your eligibility from the government Childcare Choices website and receive an 11-digit code. To qualify for this, you need to be working and earning at least the equivalent of 16 hours a week at the national minimum wage, but less than £100,000. The HMRC is responsible for checking whether a parent is eligible and issuing an 11-digit eligibility code.

You **MUST** reconfirm your eligibility code with HMRC every 3 months to ensure you stay eligible for the funding and to be able to claim it each term. It is your responsibility to do this and failure to update your details could result in you becoming ineligible for the funding and you will be liable for payment of the fees in full.

In order to offer the hours Junior's Day Nursery will have to validate the 11-digit code with KCC. To do this we will need the code and parents' national insurance numbers.

For more information, to check your eligibility and to request your eligibility code, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

#### Free for Two Funding (FF2):

Up to 15 hours for parents of 2-year-olds in receipt of certain benefits such as Income Support or Universal Credit. If your child has a Disability Living Allowance or an EHC plan you may also be eligible. Please visit [www.kelsi.org.uk/early-years](http://www.kelsi.org.uk/early-years) for more information and to see if you are eligible.

#### Universal Entitlement (15 hours) – 3- and 4-Year-Olds:

**All** children are entitled to up to 15 hours of funding, called Universal Funding for 38 weeks of the year, which is a total of 570 hours of funding per year.

#### Working Parent Entitlement (15 hours) for 3- and 4-Year-Olds:

This is sometimes referred to as 'Extended' or '30 hours' funding. This is up to 15 hours of funding, in addition to the Universal funding, hence the '30 hours' and eligibility for this must be confirmed via [childcarechoices.gov.uk](http://childcarechoices.gov.uk) and if eligible you will be given an eligibility code. HMRC is responsible for checking whether a parent is eligible and issuing an 11-digit eligibility code.

You **MUST** reconfirm your eligibility code with HMRC every 3 months to ensure you stay eligible for the funding and to be able to claim it each term. It is your responsibility to do this and failure to update your details could result in you becoming ineligible for the funding and you will be liable for payment of the fees in full.

In order to offer the hours, Junior's Day Nursery will have to validate the 11-digit code with KCC. To do this we will need the code and the parents' national insurance numbers.

#### Fully Funded Places:

Junior's offer one fully funded, term time only place, and may offer more depending on availability. These places are offered at specified times on a termly basis and are subject to availability. Please speak to the Nursery Manager for further information on accessing these places.



**I have read the Fees Policy and agree to comply with the terms set out in it:**

| PARENT / CARER 1 |            |       |
|------------------|------------|-------|
| NAME:            | SIGNATURE: | DATE: |
|                  |            |       |
| PARENT / CARER 2 |            |       |
| NAME:            | SIGNATURE: | DATE: |
|                  |            |       |

| <b>This Policy was adopted on</b> | <b>Signed on behalf of Junior's</b> | <b>Date for review</b> |
|-----------------------------------|-------------------------------------|------------------------|
| April 2024                        | Denise Fuller                       | September 2024         |
| June 2024                         | Emily Fawcett                       | January 2025           |