



## Copthorne Kinders Day Nursery

### **10.03 Fees Policy**

#### **Policy statement**

Copthorne Kinders offers a service which is fair and competitively priced. In order to maintain sustainability and in order for us to continue to be able to offer a high quality and stimulating environment we do need to ensure that all fees payable for children's places in the setting are made regularly and in a timely fashion.

#### **Procedures**

- We ensure that all parents/carers of children who are paying for their child's place (so are not currently funded by the Government's Free Entitlement Scheme) are provided with an invoice at the end of month that details the amount payable and payment to be made by the 5<sup>th</sup> calendar month.
- We offer 2-, 3- and 4-year-old Free Entitlement to those that are eligible the term after their 2<sup>nd</sup> or 3<sup>rd</sup> birthday. Parents can choose to use these hours within our opening hours and sessions; they are 8am-1pm / 1pm-6pm and 8am-6pm Monday to Friday.
- Parents can choose pattern of attendance either by being purely funded and attend term time only or they can choose to attend 51 weeks of the year/additional hours /sessions /days .

#### **Early Years Pupil Premium (EYPP)**

From April 2015, the Early Years Pupil Premium is available to specific children attending Copthorne Kinders day nursery who are already in receipt of the three- and four-year-old funding entitlement.

It is an additional supplement and is used to enhance the opportunities and experiences for the individual child. It will be used in agreement with parents, who must give permission, to improve/accelerate outcomes for their child.

The EYPP pays an additional 66p per hour per eligible child, this equates to just over £340 per child taking up their full 570 hours Universal Free Entitlement (FE).

Only children who claim Universal FE will be eligible for EYPP, however, they do not need to take up their full universal entitlement to receive it.

EYPP will be paid in proportion to the child's actual Universal FE hours.

#### **Eligibility**

To be eligible to meet the EYPP criteria, the family must be in receipt of at least one of the following:

1. Income Support

2. Income-Based jobseeker's allowance
3. Income-based Employment and Support Allowance
4. Support under part VI of the Immigration and Asylum Act 1999
5. The guaranteed element of State Pension Credit
6. Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.
7. Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
8. Universal Credit – for places starting from summer term 2018 (on or after 1 April 2018), if a parent is entitled to Universal Credit, they must have an annual net earned income equivalent to, and not exceeding £7400.
9. The child has been in local authority care for one day or more in England or Wales
10. The child has been adopted from care in England or Wales
11. The child has left care under a special guardianship order or residence order in England and Wales

### **How we will use the EYPP funding**

In line with the intended use of the EYPP, Copthorne Kinders day nursery will use the EYPP funding to enhance practice and provision through a variety of channels, spending may include:

- Arrangements to invest in CPD for staff who work directly with the children who have been approved funding in areas that will support the development and learning.
- In house training to enhance quality staff interactions with children
- Educational Resources
- Enhanced provision in an identified area (based on the child) – i.e. the quality of provision for early language and literacy

Our setting will ensure that the EYPP reaches the groups of children for whom it is intended and that it makes a significant impact on their developmental outcomes. The EYPP will be used to provide additional resources and staff development to enable us to meet the needs of the child/ren it is intended for. We strive to offer the best possible outcomes for every child and the additional funding will help to facilitate this. We aim to address any underlying inequalities between the children who are eligible for EYPP and the rest of the children attending the setting.

Copthorne Kinders will ensure parents are involved in the decisions that affect their children and will therefore endeavour to consult parents about any expenditure that uses the EYPP funding entitlement. Each child is assigned a key person who understands the individual needs of every child and can identify ways of using EYPP to best support the child.

We will monitor how EYPP is used and the impact of the funding.

### **Monitoring the impact of EYPP funding**

Monitoring the impact of the EYPP is especially important to ensure that it is being used to enhance provision and improve outcomes for the children. Examples of monitoring are, discussing progress with parents, key worker and staff, meetings with certain outside agencies.

### **Disability Access Fund (DAF)**

The Equality Act 2010 ensures that local authorities and settings must not discriminate, harass, or victimize children with a disability, and must make reasonable adjustments. Local authorities must ensure that children with disabilities entitled to a place are found suitable provision. DAF is a measure which aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of children attending the setting. The Department for Education is encouraging local authorities to establish a special educational needs (SEN) inclusion fund to help settings better address the needs of individual children. The current WSCC Inclusion funding meets this requirement.

- If a child is eligible for DAF and meets the criteria, we will apply for DAF and ensure measures are put in place to enable the child to access the nursery.

### **Late and non-payments**

- If payments are not made by the expected date a reminder letter will be sent and a charge may apply.
- If payments are still not received after this initial letter has been sent a Final Reminder letter will be issued.
- If payment is still not received after this Final Reminder letter has been sent, then we reserve the right to withdraw the child's place at the setting. Parents/carers may apply for the place again once all outstanding payments have been made in full, but we can make no guarantee that a place will still be available.
- If payments are still not received after this point the nursery maintains the right to seek legal advice and to pursue the amount outstanding through the appropriate legal channels.
- As the nursery places are reserved for children on a termly/ yearly basis and the nursery makes its income predictions based upon the income expected from sessions, fees are payable for the total sessions that have been allocated to your child, regardless of whether they attend, unless non-payment has been agreed prior to the absence. Non-payment is usually only agreed for long term illnesses or hospitalisation.
- We understand that sometimes parents/carers may experience problems paying fees or amounts that are owed, so we request that they contact the Manager as soon as possible to discuss a payment plan to clear the amount owed.
- In order for the nursery to ensure its sustainability, we require 4 weeks written notice if you wish to terminate your child's place in the setting. If this notice is not received, then we reserve the right to charge you for the sessions that your child still has reserved during the notice period.
- All fees incurred are payable in advance. No refunds will be offered due to illness or shutting for reasons beyond our control. For example, a pandemic, adverse weather conditions or the building being unfit for use.