

St John's C of E VC Infants' School  
& Jumping Johns Nursery  
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## Jumping Johns Nursery Fees Policy

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### Our school vision...

'Those who are wise will shine as bright as the sky, and those who lead many to righteousness will shine like the stars forever'. (Daniel 12v3)

**'A School where every child can shine'**

As a school community we believe that the ethos of the school should be built on a foundation of values. At St. John's we seek to promote our School Christian Values, of **Love, Perseverance and Respect**.



# Jumping Johns Nursery Fees Policy

This fees policy forms part of the contract with the parents/carers and Jumping Johns Nursery.

## Background Information

This fees policy forms part of the contract with the parents/carer and Jumping John's Nursery. Your contract with the nursery shall last until it is terminated by either you or us by giving notice to the other, in writing. A minimum of 4 weeks notice, is required as per the contractual agreement. You are liable for the fees during the notice period. Early Years Entitlement will be claimed by the Nursery during the notice period.

### **1. Session Times and Fees**

Jumping Johns Nursery is situated within St John's C of E Infants' School in Glastonbury. Our aim is to provide high quality education and childcare for children aged from 2 years to 4 years. We provide this in a safe and stimulating environment which offers both affordability and good value for money.

Jumping Johns Nursery is open Monday to Friday, for 44 weeks of the year. This includes 38 weeks in term time, 2 weeks during the Easter holidays and the first 4 weeks of the summer holidays. The Nursery closes for Bank holidays and for School INSET days.

Session	Times	3-4 year olds fee	2 year olds fee
Before school	8am - 9am	£4.30	£4.40
Morning session	9am - 12:00am	£12.90	£13.20
Afternoon session	12.00pm - 3pm	£12.90	£13.20
After school	3pm - 4:00pm	£4.30	£4.40
	4pm - 5.00pm	£4.30	£4.40
	5:00pm - 5:30pm	£2.15	£2.20

### **2. Funding Agreement**

Your child's entitlement to funded hours of childcare usually begins the term after their third birthday. They will then be entitled to **570** universal funded hours a year until they start school. However, it is important to note your child will only be entitled to a percentage of the **570** hours between their fourth birthday and their school start date, their entitlement will be decided by the date of their birthday. There is a maximum of 10 funded hours per day and funding will not be allocated outside of Jumping Johns standard sessions (see table of times below).

If your child is entitled to 2 Year Old Funding, then it will be available for eligible children following their second birthday. It is your responsibility to check your child's eligibility by logging on to:

[www.somerset.gov.uk/childrens-services/childcare/funding-for-2-yearolds](http://www.somerset.gov.uk/childrens-services/childcare/funding-for-2-yearolds)

At Jumping Johns we only offer funded sessions during the standard sessions. Sessions can be booked during the following times:

Funded Sessions Monday to Friday				
Breakfast Club 8:00 am to 9:00 am	Morning Session 9:00am to 12:00pm	Afternoon Session 12:00pm to 3:00pm	Full Day Session 9:00 am to 3:00 pm	After School 3-4:00 then ½ increments till 5:30

### 3. Claiming Funded Hours

To claim the EYE the following information is needed:

- Child’s legal documentation – birth certificate, passport (on registration, copy needs to be sent to Entitlements Team)
- EYE parent declaration form - completed when appropriate and signed by parent/carer.

To claim the funding for 2 year olds the following information is needed:

- Child’s legal documentation – birth certificate, passport (upon registration) copy needs to be sent to the Entitlements Team
- The Nursery will need to see and take a copy of the letter to be kept on your child’s file to confirm eligibility. For more information please contact the nursery Manager or visit:

<http://www.somerset.gov.uk/childrens-services>

### **Early Years Entitlement Funding (30 hours – for working parents of 3 & 4 year olds)**

You will be entitled to claim an additional 15 hours funded sessions for your child if you meet the eligibility criteria. To check your eligibility and to claim the additional hours please check the government website: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you apply via this link for an eligibility code, when it is issued it is your responsibility to provide this code to the nursery before the start of the applicable funding period. There may be cut off dates after which the nursery is unable to activate your code and you will be informed by the nursery. Activation is carried by the local authority and it is not the nursery does not have authority to accept or decline your code. In order for the nursery to check your code you will also need to complete a consent form, which gives your permission to share your national insurance number with the Early Years Entitlement team. It is also the parent’s responsibility to reconfirm your eligibility details every 3 months. If you do not reconfirm, or your circumstances change, you will only be able to access the extended entitlement hours for a short time known as a ‘Grace Period’. Once this ‘Grace Period’ is over and if you are no longer eligible you will be liable to pay for the extended entitlement hours. If parents do not give permission on the nursery consent form, the nursery will not be able to accept the extended entitlement funding.

**Failure to produce this documentation by parents/carers will result in parents/carers being charged the Nursery’s normal fees as the EYE funding will not be able to be claimed.**

#### 4. Where a Child Shares Funded Hours between Settings

If your child attends another setting it is your responsibility to make us and the other setting aware of this arrangement because only the maximum entitlement of hours as demonstrated in the table below can be claimed. When children access more than one provision, on occasion the two setting's claim overlap their funding claim, resulting in an overclaim. This over claim will result in non-payment from Somerset County Council. If an over claim is made due to hours being claimed by another setting, parents will be invoiced for the non-paid hours.

TERM	DATES	Maximum Entitled hours EYE ¾ Yrs and 2Yrs
Autumn	1 <sup>st</sup> September - 31 December	210 hours
Spring	1 <sup>st</sup> January - 31 March	165 hours
Summer	1 <sup>st</sup> April - 31 August	195 hours

#### 5. Additional Sessions

Additional sessions are available if the nursery has availability. The nursery may not always be able to claim funded hours for these sessions, they will therefore be charged at the relevant age price range. Please check with the nursery if you book extra session whether they will be funded or not.

#### 6. Additional Charges

Parents/carers are expected to provide nappies, wet wipes, sun cream, formula milk and any other items their child requires during their day at nursery. Nursery nappies will be charged at 50p per nappy and will automatically be added to your invoice if we need to use one.

#### 7. Late collection charges

If a parent is late collecting a child from Nursery, a late collection charge of £5 for every 15 minutes will be imposed.

#### 8. Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

#### 9. Childcare Vouchers:

If you work and pay for childcare, your employer might be able to help with some of your childcare costs. Childcare vouchers are one way they can do this. They could be in return for a reduction in your pay - known as a 'salary sacrifice'. Childcare vouchers may affect the amount of tax credits you can get. For further details visit <http://www.hmrc.gov.uk/calcs/ccin.htm>

## **10. Notice to change sessions**

You are required to give us one month's written notice to reduce or cancel your regular booked sessions. If you reduce your child's hours for any reason we will be unable to ensure those hours are still available should you wish to revert to previously booked hours.

We will make every effort to accommodate should you wish to change your child's sessions permanently although it may not always be possible. Please speak to the Nursery Manager if you wish to change your child's sessions in the first instance and then complete a new booking; the same terms and conditions will apply.

If you add additional sessions to your child's normal sessions and then wish to cancel or postpone those sessions, please may we ask that you give a minimum of 5 days' notice prior to the set date; failing to do so will incur normal fee charge.

## **11. Events that are beyond our control**

If any circumstances occur beyond our reasonable control, we will endeavour as far as possible to remain open. e.g. severe weather condition. Parents will still be charged the usual fees as the Nursery will still incur running costs.

## **12. Invoices and Payments**

All invoices will be issued during the second complete week of the month, usually around the 10<sup>th</sup> of each month and will be for the coming month's Nursery sessions and services. Fees are due on 1<sup>st</sup> of the month for which they will be incurred.

Invoices can be paid via bank transfer and/or childcare vouchers. We may agree to payment by cash or cheque, but it is parents responsibility to obtain a receipt from the Nursery Manager as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee, currently £40.

The Nursery will check payments against invoices on due date. All parents/carers who have not paid are contacted by phone/email to remind them, about the payment date; all fees will need to be paid within 48 hours of this contact. If no payment and no communication is received during this 48 hour period an overdue payment fee of £30 may be applied to your account.

If payment is not received by the agreed time, the Nursery will follow a non-payment of fees procedure.

- A meeting will be set up to recover the debt within a week of outstanding invoice. In the absence of a meeting, a letter will be sent to you. A payment plan will be agreed stating the amount payable and clear timescales for each payment to be made. The payment plan is agreed and signed by both the parents and Nursery Manager, with a copy given to both parties.

If a parent defaults on the payment plan the child's hours will be reduced to EYE hours only until the debt is cleared (if child is entitled to EYE). If the debt is not cleared, then the place will be withdrawn. For all non EYE children we will suspend all services until payment has been made in full, or even terminate the contract permanently.

## **13. Changes to Fees**

Nursery fees will be reviewed twice a year and if considered appropriate fees may be increased at the beginning of a new half-term to enable the Nursery to cover running costs and to continue to provide quality care. Parents will be informed of any changes to Nursery fees in advance via a specific letter.

**14. Parental Agreement**

I have read and agree to Jumping John’s Policy and Terms and Conditions. I consent to Jumping Johns Nursery using information supplied to the setting for the purposes of verifying my eligibility for the extended entitlement. I understand that the information requested will be held securely and will only be shared with staff in the Local Authority, who have the right of access to Capita Children’s services.

Name of Parent/Carer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_