

FEES POLICY



01	This fees policy forms part of the contract with the parents/carer and First Steps Childcare Ltd. First Steps aims to operate a service, which is fair and competitively priced. We aim to offer a high quality, safe, and stimulating environment that provides a service that is good value for money.
02	Opening times and hours for the setting are: From 8.30 -5.30 Monday to Thursday and 8.30-4.00pm on Fridays 48 weeks of the year which include five inset days, 2 extra days over the Easter break and 8 bank holidays (Limited, additional hours between 8-8.30 and 5:30-6.00 are available for an additional cost Monday-Thursday). Early starts and late sessions can not be included in your funded hours – these are a chargeable extra. Late collection is chargeable (please see our late collection charges). Children will not be admitted before 8.30am and must be collected by 5.30pm unless prior arrangements have been agreed. All sessions are displayed on our fee sheet.
03	Booking, Fees and Invoicing To secure nursery place an administration fee of £100.00 for the first child, £75.00 for the second child and £50.00 for additional children after the second child, is payable upon registration. Once the sessions are confirmed and secured 50% will be refunded within your 1st invoice. Unless your child is only claiming EYE hours.
04	Date when fees are to be paid. On the 1st day of each calendar month. Payment options Standing order (standing order forms can be found in the prospectus). Setting bank details HSBC Name: First Steps Childcare Ltd Sort code: 40-41-22 a/c no: 31420836
05	Working Tax Credits 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.hmrc.gov.uk/taxcredits. If we are contacted by HMRC for details of your child's sessions and invoices we will provide them with this information unless instructed by you in writing not to do so. For information on Tax free childcare please go to www.childcarechoices.gov.uk
06	Terminate or change sessions. If you decide to decrease or terminate your child's place, we require one terms notice (e.g. notice given to alter or amend sessions for September must be given in April, changes for April must be given in January. This must be given in writing.
07	Termination of the contract: Setting - The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees, First Steps will follow the non-payment procedure below. (Settings notice period i.e. 4 weeks) notice in writing will be given.
08	Additional charges Note - Early Years Entitlement Funding will only cover a notice period of 4 weeks. Should

	your child not attend for a period of four weeks, and we are unable to make contact, then your child's place could be forfeited, and this period will be considered your notice period. This will be invoiced. Should a session last longer than the EYE funding available parents will be required to pay for that part of the session that exceeds the EYE funding. Once your child is in receipt of Early Years Entitlement, invoices will not be annualised, therefore the overall cost will vary slightly month to month. Your invoices will show the funding hours and the non-funded hours which are being charged. A food charge will be invoiced separately depending on their sessions, clearly stating the cost of the snack and meal and what is included within the session times. If your child's invoice includes a food charge, this will be invoiced regardless of your child attending as the food is budgeted for the number of children attending on each day.
09	Non-payment of fees procedure: Invoices are sent out at the end of each month for the next month; payment should be made within the first week of receipt. Failure to pay by the end of the month a letter will be issued reminding parents that fees should be paid in advance. The letter will suggest that if the parents are experiencing any difficulties with payment, they should arrange a meeting to discuss with the accounts manager [Ruby Clark] to try to arrange a payment plan (explaining that this is only for the debt, all other fees need to be paid on time. Minutes of the meeting will be noted, and a letter sent to parents stating timeline for the debt recovery). If parents miss a payment, First Steps reserves the right to reduce the sessions until debt is cleared or the place withdrawn, a second letter will be sent to parents and another meeting requested). If parents do not keep to the payment plan, the child will then only be permitted to attend EYE funded hours, then with a month notice the place will be withdrawn. Recovery of outstanding debt, the setting will send a letter stating that they are proceeding to recover the outstanding debt through the small claims court. Each month the fees are not paid a £50.00 late payment charge will be added.
10	Charges Failure to collect your child on time will incur a charge of £10.00 per 15mins.
11	Rates Changes to fee rates apply from the month following your child's birthday. EYE apply in the term following your child's second or third birthday. From April 1st 2025 First Steps hourly rates will be- Under 2's £10.95 2 year olds- £8.33 3 years old + £8.05
12	Fee Review Fees are reviewed annually in April but may be revised with one month's written notice. Full fees are payable for all booked sessions even if these should fall on a bank holiday or inset training days when the nursery is closed, family holidays, or if a child is sick, in the case of long-term sickness this will be at the discretion of the Manager. In the case of late payments/cheques being returned unpaid, an administration fee of £25 plus bank charges may be charged.
13	Special Circumstances First Steps reserves the right to refuse admission, cancel sessions, and alter opening times without notice should events occur beyond its control (i.e., snow, local lockdown). In these circumstances fees are non-returnable for up to a maximum of five consecutive days.
14	30 hours working parents working parents funding from 9 months The term after a child turns 9 months (and working parents of 9 months olds + need to apply for this funding via the childcare choices website) they are entitled to 1140 hours of funded

	per year annum. You will need to meet the government criteria in order to be eligible for 30 hours entitlement. This can be found at www.gov.uk/childcare-calculator once you have confirmed your eligibility, please provide the setting with the eleven-digit eligibility code in order for us to access your funding when you receive your 11 digit code you will need to bring this into First Steps, and fill out a consent form for all of the information required for HMRC. A total of 1,140 hours will be spread over a maximum of 48 weeks which includes five inset days. Early years funding is only paid for 38 weeks of the year; however, First Steps is a setting that is open all year and uses the stretched offer, therefore all invoices will be shown over 48 weeks this is to comply with the entitlement that is split evenly throughout the year (i.e. no discount for holidays): EYE funding entitlement is: 1140 hours per annum of which five are inset days. Children can claim up to 23.75 hours per week due our stretched funding offer. You can use more than one provider, but you can only claim the maximum entitlement of hours per funding period in total. If you are using more than one provider then please let us know so we can ensure our records are accurate. In order to obtain funding we need: Birth certificate, passport (on registration, a copy needs to be sent to EYE funding team) eligibility code and National Insurance, EYE funding parent declaration form - completed every term by parents these will be issued by First Steps. It is the parents'/carers responsibility to provide this documentation. If a child's legal documentation is not produced then parents/carers will be charged the settings normal fees as they will be unable to claim EYE funding. Funded hours are between 8.30-5.30, therefore 8.00-8.30 and 5.30-6.00 will be charged at an hourly rate. All fees charged relate to hours or addition charges identified overleaf that are not funded by the EYE funding. <u>Universal funding for 3 and 4 year olds (15 hours)</u> All parents of children aged 3 to 4 in England can access a universal offer of 15 hours of government funded early education from the term after their child turns 3. It doesn't matter how much you earn or how many hours you work. We will need a copy of your child's birth certificate and will ask you to complete a funding form each term. Funding applies for 38 weeks of the year. We are open for 48 weeks so the funding is split evenly across the year. This equates to 11.87 hours per week using our stretched funding offer.
15	Charges: Please see below a list of all the services and resources that we charge for and our reasons for them. Consumables that are chargeable include. Food – these charges will be itemised to the sessions your child attends (1st April 2025) As a setting we hold a 5 star award from Environmental Health and wish to continue to keep this standard, as such we feel that we need to provide all snacks, lunch and tea in house. If parents were to bring in snacks from home, we could not be responsible for the quality of the food and drink, we do not have the facility to store items brought in from outside at required temperatures. After having a number of parents request for breakfast to be provided in the mornings we have decided to offer this service between the hours of 8am-9am this will include a selection

of fresh fruits, yoghurts, cereals and toast.

Within our setting we also have children and staff with food intolerances, allergies and preferences, none of these will be able to be monitored and guaranteed if children bring in foods from home.

The setting provides oat /soya /almond milk which cannot be claimed for under the free milk for schools' schemes and other additional required foods i.e. vegetarian, vegan options

Food cost for under 2,s

£3.20 to include

Breakfast 50p

Snack 20p

Lunch 1.50

Tea 80p

Food costs for over 2's

£7.50 to include

Breakfast £1.50

Snack 50p

Lunch £3.00

Tea £2.00

If your child's session includes lunch this is invoiced regardless of your child attending as the food is budgeted for the number of children attending on each day.

- Requested ARS charges [£5.50] below provides a breakdown of how these are required to continue to offer many and more of the facilities listed below to all children in our care. This equates to £1.37 per hour (4-hour session) or £1.22 for a full day.
- Glastonbury spring water to ensure the children have access to cool water throughout the day.
- Celebrating and enjoying foods around the world, to ensure cultural diversity as part of our diversity ethos, pancake day, Mother's/ Fathers day and inhouse children's cookery activities etc
- Stay and play sessions
- Hand dryers, PPE equipment, and personal hygiene resources
- Offering Parents Christmas lunch!
- Sun cream/ sun hats/UV protective marquees
- Out of hours parents evenings
- Wet Suits/ waterproof clothing so the children to enjoy the outdoors even in the wet weather.
- Book bags - to support the preschool children to be school ready, and to replace books that are lost or broken while on loan.
- Home visits
- Cost of additional insurance
- Staff Training and Highly qualified staff
- Transition documents sent recorded delivery
- To support children with speech and language
- Jake and Tizzy 'resources'
- Early talk boost
- Autism training
- Safer sleep training
- Female Genital Mutilation
- Safeguarding
- Inclusion, equality and Diversity
- Children's Mental Health
- Food hygiene level 2/Food Allergy Awareness
- Manual Handling

	• Child Sexual Exploration • Online Safety • Paediatric First Aid • Leadership & Management • Safer Recruitment training • Inclusive communication If your child is entitled to (15 hours) universal funding which is 11.87 funded hours per week 3 ARS' will apply, if your child is entitled to (30 hours) extended funding which is 23.75 hours funded per week, 5 ARS' will apply. This is due to the hours which are covered by funding and how many sessions they equate to per week.
17	<u>Additional Early Years Entitlement (30 Hours)</u> To check if you are eligible for the 30 hours, please visit: www.gov.uk/childcare-calculator
18	<u>Children in receipt of 2 year old disadvantaged funding</u> Your 2 year old can get 15 hours of free childcare a week if you live in England and you or your child get some extra support. Please refer to https://www.childcarechoices.gov.uk for further information
19	<u>Tax-Free Childcare for working families.</u> This includes self-employed families in the UK. For parents with children from birth to 12 (or under 17 if disabled). For every £8 you pay in, the government will add an extra £2, up to £2,000 per child. For further information please go to: https://www.childcarechoices.gov.uk

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