



# Knights Templar Community Church School and Nursery

*Work at it with all your heart*

Head Teacher: Mrs Laura Weaver, BA Hons QTS

## NURSERY FEES POLICY

### Background information:

Knights Templar Nursery operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment providing a service that is good value for money.

In order to achieve this we will ensure that there are the appropriate numbers of staff available at all times. We recognise that there will always be occasions when your child will not attend as planned but hope you understand that your fees are our main source of income and that without them we cannot cover our costs.

**Opening Times:** The opening times and hours for the setting are:

Monday to Friday 8am to 5pm

### Booking, Fees and Invoicing:

Charges for childcare (applicable from September 2024)

	<b>Under 2's £7.50 per hour</b>	<b>2 years £6.50 per hour</b>	<b>3-4 years £5.50 per hour</b>
<b>8am-12pm</b>	n/a	n/a	£22.00
<b>8am-1pm</b>	n/a	n/a	£27.50
<b>8am-4pm</b>	£60.00	£52.00	£44.00
<b>8am-5pm</b>	£67.50	£58.50	£49.50
<b>9am-12pm</b>	n/a	n/a	£16.50
<b>9am-1pm</b>	n/a	n/a	£22.00
<b>9am-4pm</b>	£52.50	£45.50	£38.50
<b>9am-5pm</b>	£60.00	£52.00	£44.00
<b>1pm-4pm</b>	n/a	n/a	£16.50
<b>1pm-5pm</b>	n/a	n/a	£22.00

### Priority of allocation of a place:

- We give priority to families living in the school's catchment area of Watchet.
- Families with siblings at Knights Templar Nursery or Knights Templar Community Church School.
- Children that will attend our school.
- Allocation of a place is given on a first come, first served basis.

**Allocation of place:** Once you have received confirmation of a place at our Nursery, if you choose to then cancel the place or reduce the hours booked, we will require a minimum of one month's notice for the change or full payment of one month's charges for the booked hours will be required.

**Payment of fees:** Fees will be invoiced via the Family app prior to the beginning of each month and will need to be paid by the end of that month.

**Fees when parents are on holiday:** Please inform the Nursery if your child will be absent. Fees are still payable in full if your child is on holiday. **Fees when child is absent due to sickness:** Nursery should be informed **through Family** on the first day of illness. The usual charges still apply during sickness absence. In case of continuing illness please contact the Childcare Manager to discuss.

**Bank Holidays and Closures** - The nursery will be closed on Bank Holidays and for one week at Easter, one week at the end of August and between Christmas and New Year. No charge will be incurred for these days.

**Training (Inset Days)** - The nursery will be closed for a total of 4 Inset days each academic year for staff training and development, the cost of which is incorporated into the fee structure. The nursery may periodically have to close at 4pm for staff training.

**Unplanned / emergency closure** - In the event of unplanned/emergency closure e.g. adverse weather, the Manager and staff will make every effort to ensure that the nursery remains open. However, if the nursery must close your funding entitlement will be used to cover the costs for any sessions that would have run that day.

**Snack Charges** - A voluntary charge will be added to monthly invoices as follows:-

All year round attendance – 1 to 2 sessions per week £2.50 per month  
3 to 5 sessions per week £5.00 per month

Term-time only attendance –1 to 2 sessions per week £2.00 per month  
3 to 5 sessions per week £4.00 per month

**Extra hours:** Extra hours may be available at the discretion of the nursery. These will be charged at the hourly rate.

**Cancellation of a place:** We require 1 month's written notice for the cancellation of a place or 1 month's fee will be payable in lieu of notice.

### **Late collection charges**

Any unplanned late collections will be charged at £10 for every 15 minutes (per child) as regulations require the correct ratios to be in attendance at all times children are present on the premises. Any additional costs will be added to your invoice

### **Non-payment of fees procedure**

Any outstanding fees that go more than 14 days over that month will result in your child's nursery place being withdrawn. If you cannot meet the payment date, please contact the nursery manager for further advise.

If payments remain outstanding we will pursue the outstanding debt through the County Council's legal department and/or the small claims court.

## Sources of funding for your child's Nursery fees

### Early Years Entitlement Funding (EYE funding) details:

We are in receipt of Universal EYE funding for three and four year olds and can offer up to 570 funded hours per year per child. The year will start from the term after your child's third and fourth birthday and the entitlement is available for all children regardless of circumstances.

A maximum of 10 hours can be claimed in any one day. Parents can claim a maximum of 15 hours per week term-time only or 11 hours per week all year round over 2 or more days. Hours attended over the EYE funding will be charged at the normal rate. You can use up to three providers but you can only claim the maximum entitlement of hours per year in total. Please advise the Nursery Manager if you are using your entitlement elsewhere.

To claim the EYE funding the following information must be supplied upon registration:

- Child's legal documentation – birth certificate or passport.
- EYE parent declaration form – completed each term and signed by parent/carer.

**Note: If the above documentation is not produced then you will not be able to claim EYE funding and will be subject to the setting's normal fees.**

Parents/carers will be required to pay for:

- hours / weeks that exceed the EYE funding allowance
- Additional charges, e.g. meals

For more information please ask at reception.

### Working Families Funding from 9 months old (available term after reaching 9 months)

We are in receipt of Working Families Funding for eligible children from the term after they reach 9 months old and can offer up to 570 funded hours per year per child. (parents need to meet the eligibility criteria).

A maximum of 10 hours can be claimed in any one day. Parents can claim a maximum of 15 hours per week term-time only or 11 hours per week all year round over 2 or more days. Hours attended over the EYE funding will be charged at the normal rate. You can use up to three providers but you can only claim the maximum entitlement of hours per year in total. Please advise the Nursery Manager if you are using your entitlement elsewhere.

### Extended EYE hours (available term after reaching 3 years)

To claim the extended EYE hours (parents need to meet the eligibility criteria), the following information is needed.

- Child's legal documentation – birth certificate, passport
- EYE parent declaration form – completed when appropriate and signed by parent/carer.
- Eligibility code from registered parent (HMRC)
- Registering parent's National Insurance number with consent to share NI with EYE team.

When a parent/carer becomes eligible for additional EYE the funding will apply from the term following their successful application.

### Supported 2-Year Old Funding:

The nursery is registered to receive Supported 2 year old funding. Families who match the criteria can submit their own online application for funding at [www.somerset.gov.uk](http://www.somerset.gov.uk)

To claim Supported 2 Year Old funding the following information must be supplied upon registration:

- Child's legal documentation – birth certificate or passport.
- Letter of eligibility from the Early Years Entitlement Team.
- EYE parent declaration form – completed when appropriate and signed by parent/carer.

**Note: If the above documentation is not produced then you will not be able to claim 2 Year Old funding and will be subject to the settings normal fees. Childcare Choices website:**

To find out if there is any other funding available to you please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**Termination of the contract:**

**Setting** – The nursery reserves the right to withdraw a child's place without notice in the event of inappropriate behaviour from parents or non-payment of fees following the non-payment procedure. At all other times the setting notice period of four weeks applies.

**Parents/Carers** – We require four weeks written notice for the termination of a place. If written notice is not received a month's fees will be charged in lieu of notice and EYE funding entitlement for the month will be claimed (Early Years Entitlement Funding will only cover a notice period of four weeks).

**Informing parents of changes to policy**

The nursery fees will be reviewed annually and the notice period for change will be one month. ***The Nursery reserves the right to review the fees policy at any time.***

**Reviewed December 2025**