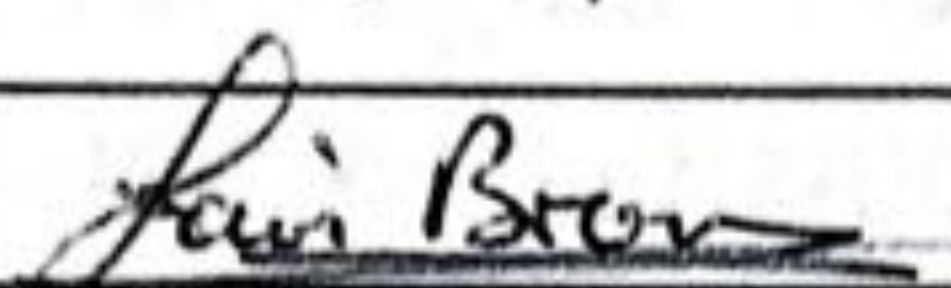


Green Lane Nursery and Childcare Centre Payments Policy

This policy was adopted by Green Lane Nursery and Childcare Centre on:	25/09/25
Signed on behalf of the provider:	
Name of signatory:	IAIN BROWN
Role of signatory:	CHAIR
Date policy will next be reviewed:	25/09/28

Introduction

This Payment Policy outlines the procedures and expectations for payments relating to the services provided at our nursery. Our goal is to provide clarity and ensure a transparent process for all families. This policy includes guidelines on payment deadlines, funding options, late fees, and the acceptance of government funding as per the updated regulations for the September 2025 academic year.

The setting operates term-time with the option to access holiday club during the holidays.

Holiday club is available by completing the holiday club request form issued on Family approximately one month prior to the holidays. Once the form is received, no amendments can be made to these hours.

Payment Due Dates

- Fees for each month are due on the 1st of the following month.
- Payments are considered overdue if not received by the 5th of the month, and a late payment fee may apply.

Payment Methods

Payments can be made through the following methods:

- Bank transfer: Direct to the nursery's bank account.
- Direct Debit: Set up with the nursery for regular monthly payments.
- Childcare Vouchers: Accepted from approved schemes.
- Tax-Free Childcare: Families eligible for the government's Tax-Free Childcare scheme can use this as a payment method.

Government Funding for Early Education (From September 2025)

As of September 2025, eligible families will be able to take advantage of the following government-funded schemes:

- **Universal 15 Hours Free Childcare:**
Children aged 3-4 years are entitled to 15 hours of free childcare per week, for up to 38 weeks per year. This can be split across multiple settings, if necessary.
- **Extended 30 Hours Free Childcare:**
Available for eligible working families, offering an additional 15 hours per week. Eligibility requirements include both parents being in work or a single parent being in work, earning at least the National Minimum Wage or Living Wage.
- **Funding options for those in receipt of the 30 hours childcare:**
 - 30 hours term-time only with the option to use holiday club at an additional cost;
 - 22 hours stretched over 50 weeks.
- **Two-Year-Old Funding:**
Eligible two-year-olds can access 15 hours of free childcare per week for up to 38 weeks per year. Eligibility is based on specific criteria, including family income and other factors.
- **Tax-Free Childcare:**
Parents and guardians can claim up to £2,000 per child per year in government assistance to help pay for childcare. For children with disabilities, the limit increases to £4,000 per year. Parents will need to register and apply through the government portal.

Families must inform the nursery if they intend to use any of the government funding available for their child's care. The funding will be deducted from the overall fees, and parents will receive an adjusted invoice reflecting the balance to be paid.

Fee Structure

The nursery's fee structure can be found on our website.

Additional charges may apply for extra activities or meals not included in the standard fee (e.g., special excursions, or extra snacks).

For funded children, the fee will be adjusted according to the number of hours covered by the government funding.

Adjustments to Fees

- If a child's attendance or funding entitlement changes (e.g., they become eligible for 30 hours of childcare), parents will receive an updated invoice, reflecting the adjustment.
- Absences: No refunds will be given for missed sessions, except in exceptional circumstances where the child is ill for an extended period.
- Fees are not payable for bank holidays or the closure of the setting during the Christmas period.

Closure of Nursery

- The setting will try to remain open during bad weather or due to unforeseen circumstances. In the event of closure, a message will be sent via the Family app. All costs will be refunded on the next invoice, for the time of closure.

Late Payment & Penalties

- If payment is not received by the 5th of the month, a late fee of £10 may be applied.
- If payments are consistently overdue, we may need to review the continued attendance of the child at the nursery.

Refunds & Cancellations

- If a parent wishes to cancel or change attendance (e.g., reduce days or withdraw from the nursery), at least 4 weeks' notice is required, in writing via the Family App to the Business Manager and Room Lead. Failure to provide notice will result in a charge for the full month's fees.
- Refunds will only be issued for cases where government funding eligibility was delayed or miscalculated. Any refund will be issued within 14 days of the request.

Funded Hours Claiming Procedure

Parents wishing to use government funding for their child's attendance must submit the following:

- Proof of eligibility for funding (through the government website or relevant portal).
- Written agreement of the number of hours the child will attend.
- Updated records at the beginning of each term, to ensure the nursery has accurate and up-to-date information.

Parental Responsibility

Parents are responsible for:

- Informing the nursery of any changes to their funding eligibility.
- Ensuring their payment is made on time.
- Updating the nursery on any changes to their child's attendance, health, or other information that may impact the care provided.

Contact Information

If you have any queries about this policy or need support with payments or funding, please contact:

- Phone: 01833 641294
- Email: office@greenlanenursery.org.uk
- Office Hours: Monday to Friday, 08:00-15:00