

MANOR COURT EARLY YEARS CENTRE



FEES POLICY

Review Date:- Spring Term 2026 (Effective 8th June 2026)

Next Review Date:- Spring Term 2027

Fees Policy

This Fees Policy forms part of the contract with parents/carers and Manor Court Early Years Centre.

Manor Court Early Years Centre operates a service which is fair and competitively priced. We aim to provide a high quality, safe and stimulating environment that provides a service which is good value for money.

Cost and Sessions

With effect from 1st April 2026 fees per session are **£8.05 per hour (£24.15 per 3 hour session)** for 2 year olds and **£6.15 per hour (£18.45 per 3 hour session)** for 3 & 4 year olds. The Governing Body reviews this annually and notice will be given in writing of any changes.

Each session will be for 3hrs and the session days and times are as follows:

	AM	PM
Monday - Friday	9.00 – 12 noon	12.30 – 3.30

Table of Fees		
	2 Year olds	3 & 4 Year olds
Half Day (3 hours)	£24.15	£18.45
Half Day + Lunch	£28.18	£21.53
Full Day (including Lunch)	£52.32	£39.98

Fees are payable for all children unless they are eligible to one of the following funding entitlements: -

Early Years Funding

The objective of Early Years funding is to ensure that children can take up their full entitlement to funded early education at times that best support their learning and at times which fit with the needs of parents/carers.

Universal Entitlement for 3 and 4 year olds

3 and 4 year olds are entitled to up to 15 hours of funded early education or childcare a week, for up to 38 weeks a year, or 570 hours a year in the funding period after they become 3 year old. This is known as universal entitlement.

Documentation required to claim the EYE universal hours: -

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

Extended Entitlement for 3 and 4 year olds (15 hours)

Families with 3 and 4 year olds who meet certain criteria can apply for additional funding up to 30 hours a week (for up to 38 weeks a year). This is known as the “Extended entitlement”. If eligible, children become entitled to this in the funding period after their 3rd birthday.

Documentation required to claim the Extended Entitlement: -

- Child’s legal documentation – birth certificate, passport (on registration, a copy will be sent to Entitlements Team with child registration form)
- EYE parent declaration form – completed when appropriate and signed by parent/carer.
- Completed Working Family Code Check consent form which includes Eligibility code, Registering parent’s National Insurance Number (NI).

Supported Families funding for 2 year olds

Families with 2-year-old child who meet certain criteria can apply for 2-year-old funding. If eligible, children become entitled to this in the funding period after their second birthday.

Documentation required to claim the 2 year old funding: -

- Child’s legal documentation – birth certificate, passport (on registration, a copy will be sent to Entitlements Team with child registration form)
- EYE parent declaration form – completed when appropriate and signed by parent/carer.
- Confirmation letter held by the parent which states that their child is eligible for 2-year-old funding.

Funding for 2 year olds in working families

Effective from 1st April 2024, Families with 2 year olds who meet certain criteria can apply for this funding up to 15 hours a week (for up to 38 weeks a year). If eligible, children become entitled to this in the funding period after their 2nd birthday.

Documentation required to claim the Funding for 2 year old for working families : -

- Child’s legal documentation – birth certificate, passport (on registration, a copy will be sent to Entitlements Team with child registration form)
- EYE parent declaration form – completed when appropriate and signed by parent/carer.
- Completed Working Family Code Check consent form which includes Eligibility code, Registering parent’s National Insurance Number (NI).

Please note that if a child’s legal documentation is not produced, parents/carers will be charged the setting’s normal fees.

Somerset County council offer a “Stretched” provision which allows parents to spread their entitlement of 570 hours over more than 38 weeks, however as Manor Court is term time only we are not able to offer this provision.

Illness and holidays

If your child misses a day due to illness or holiday etc, that session must be paid for as the Early Years Centre are keeping the child's place open. In the case of a child's legitimate long term illness, the Head Teacher will consider the circumstances and come to an arrangement with the Parent/Carer regarding fees.

Emergency Closures

In the event of the nursery having to close for reasons beyond our control, for example severe weather, outbreaks of flu, coronavirus or any other infection disease we reserve the right to charge 30% of the fee.

Inset Days & Bank Holidays

Inset days and bank holidays will not be charged for.

Deposits

A deposit may be charged to secure a place for a child which will be deducted from the child's first invoice. This can be charged for children who are not entitled to EYE Funding. A deposit will not be charged for those accessing EYE Funding.

Invoicing and Payment

One invoice will be issued per EYE Funding period to Parents/Carers and payment can be made in instalments with prior agreement. Flexible payment terms are available. All payments must be made on parent pay and in advance of the session or Lunch Box Club being paid for and the EYC reserves the right to remove the place for sessions and Lunch Box Clubs not paid for in advance.

Invoices will be emailed to parents/carers via parent pay. They will be issued 3-4 weeks before the payments are due. All invoices show EYE hours, additional hours and any additional charges such as Lunch Box Clubs.

All payments to be made via Parentpay. Parents will be issued with system log in letter with their first invoice.

Any problems concerning payment of the invoice should be directed to the Head Teacher via the administrator.

Lunchbox Club

Lunch Box Club held between 12.00 and 12.30 will be charged at **£4.03 per session for 2 year olds and £3.08 per session for 3&4 year olds**. Any pre-booked sessions missed must still be paid for. Pre-booked sessions will be included on the termly invoice. Extra sessions can be arranged on a "one off" basis assuming the club is not full. Payment must be made at the time of booking. A "no pay, no stay" policy will apply to any session not paid for in advance.

Wrap Around Care

The aim of our wrap around care is to provide an affordable before and after school care facility for parents/carers. We provide a welcoming, safe and secure environment for pupils at the start and end of the school day with nutritious breakfast and snacks in a pleasant, calm and relaxed environment.

With effect from 8th June 2026 Breakfast club is available between 7.30 am and 9.00 am and After school club available between 3.15 pm and 4.15 pm. Sessions times will be charged as per the tables below:-

Breakfast club		
	2 Year olds	3 & 4 Year olds
7.30 am to 9.00 am	£12.08	£9.23
8.00 am to 9.00 am	£8.05	£6.15
8.30 am to 9.00 am	£4.03	£3.08

After School Care		
	2 Year olds	3 & 4 Year olds
3.30 pm to 4.15 pm	£6.04	£4.61

For parents wishing to Early years funding entitlement please book sessions through the EYC Manager. Paid sessions to be booked through parent pay. Bookings on parent pay close at 2.00 pm before each session.

Any pre-booked sessions missed must still be paid for. Pre-booked sessions will be included on the termly invoice. Extra sessions can be arranged on a "one off" basis assuming the club is not full. Payment must be made at the time of booking. A "no pay, no stay" policy will apply to any session not paid for in advance.

Monitoring Payments in Arrears

Any outstanding payments will be rigorously collected.

The procedure for collection of payments in arrears is as follows:

1. Date is set for payment on invoice
2. The administrator checks payments against invoices on due date
3. All parents/carers who have not paid are contacted by phone to remind them about the payment date and inform them payment expected within 5 days.
4. If payment is not received by the agreed date, Non-Payment of Fees Procedure will be followed (see below).

Non-Payment of Fees

Should the procedure for payments in arrears fail to result in payment, then the procedure for Non-Payment of Fees is as follows:

1. Arrears procedure followed and information documented
2. Meeting arranged to set up debt recovery within 7 days of invoice due date to set up Payment Plan. This plan will detail the amount to be paid, what this covers i.e. debt only or debt and weekly fees for a set time scale, time scale and dates of payments due. It will also include a default procedure what will happen if payment is missed. The Payment plan will be signed by both parties and a copy given to parent/carer.
3. If parent/carer defaults on the payment plan, the child's hours will immediately be reduced to EYE hours (if child entitled to EYE) and if debt is not immediately cleared then the place will be withdrawn. The parent/carer will be invited to a meeting to discuss the situation and this will be confirmed in a letter.
4. The Early Years Centre will then chase the recovery of the outstanding debt through legal channels. Parents/carers will be informed of the intention to do this by letter.

If at any time a parent withdraws a child due to problems with payments, the parent/carer will still be liable for the additional payment of four weeks' notice from the date of withdrawal unless agreed otherwise by the Head Teacher.

Late Collection of a Child

A late collection fee will be charged in the event of a child not being collected on time at the end of a session. This will be charged at the normal hourly rate with a minimum charge of £5.67.

Other Entitlements

Working Tax Credits

Eligibility depends on your age and how many hours of paid work you do a week, your income and circumstances. For more information visit: <https://www.gov.uk/working-tax-credit>

Childcare Vouchers

childcare vouchers could be available from your employer to help you pay towards your childcare fees. Speak to your employer.

Tax-free Childcare

Advice on childcare costs visit <http://www.childcarechoices.gov.uk>

Termination of the Contract

The EYC reserves the right to terminate a child's place without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure. At all other times 4 weeks' notice in writing will be given.

Four weeks' notice and payment of fees is required should a parent/carer wish to remove their child from the Early Years Centre for any reason. This notice must be given in writing to the EYC administrator in the school office and notice period will start from the date the notice in writing is received. For EYE funded children the statutory 4 weeks' notice will be claimed.

Reviewing Fees

Fees will be reviewed annually. Fees are reviewed to enable the setting to cover the running costs of the setting and to continue to provide quality care. Any changes to fees will be notified to parents/carers giving a notice period of at least half a term. Parents wishing to discuss changes to fees should make an appointment for a meeting with the Head Teacher via the administrator in the school office.

Terms and Conditions

Parents/carers will be sent a copy of the Fees Policy upon joining the Early Years Centre. They will be asked to read the terms and conditions set out in the policy and then sign the application form to confirm their acceptance of the terms and conditions.

The EYC Supervisor will ensure that signed forms are received back from all parents/carers.

Links to other Policies and Legislation

- EYC Prospectus, Admissions Policy, Parents Registration form and terms and conditions, Uncollected Child Policy, Sickness/Illness Policy, Emergency Closure Policy
- Statutory Framework for Early Years Foundation Stage – Safeguarding and Welfare Requirements
- Somerset's Local Provider Agreement