

BRIGHTSTART MONTESSORI NURSERY CHARGING POLICY

Government funding is intended to cover the cost to deliver 15 or 30 hours per week of high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The Consumables Charge contributes towards the following: Snack during morning and afternoon sessions, suncream, “extra” craft supplies, life cycle supplies (e.g. bulbs, seeds, compost, caterpillars), ingredients for cooking, Tapestry subscription, tablets for staff to record observations, repairs and replacement of Nursery equipment e.g. activities, books etc., toiletries, PPL PRS music licence subscription.

The following fees apply when families claim a funded entitlement as part of childcare arrangement –

Additional hours

Additional hours, including those not funded by the local authority, will be charged at the current hourly rate. The hourly rate for 2024/25 academic year is £7.10 per hour. This rate increases slightly each September.

Families must provide a packed lunch for their child attending lunch sessions.

Consumables Charge

A Consumables Charge will be charged at flat rate of £10 per week per child for children receiving up to 15 funded hours per week. For children receiving more than 15 funded hours per week, the weekly charge is £20.

The Consumables Charge will be waived for families receiving Universal Credit who have a household income of £15,400 a year or less after tax, not including benefit payments. *Parents should provide a copy of a recent UC letter along with their National Insurance Number and Date of Birth, to avoid receiving an invoice.*

If you are unable to pay the Consumables Charge, please speak with the Nursery Manager to discuss the alternative options available.

Other charges –

- Deposit – A deposit of £40.00 will be charged to secure a place at Brightstart. For funded only children, the fee will be deducted from the Consumables Charge on the first term’s invoice. The deposit will not be returned where a place is no longer required.
- Retainer Fee – This fee will secure your child’s place where an extended absence is longer than two weeks. Add amount and details when fee will apply
- Registration Fee – A registration fee is not charged.
- Late Payments – a £20 fee will be charged when a payment is not paid by the due date shown on the termly invoice.
- Late Collection – This fee will be charged when a child is not collected on time at the end of their session. (£20 for up to half an hour to cover extra staffing costs to supervise the child.)

BRIGHTSTART MONTESSORI NURSERY CHARGING POLICY

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 6 weeks' notice in writing to the Nursery Manager. Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority, where the funding criteria is met.

Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in September. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the Nursery Manager.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, or consumables.

The entitlement place is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

All families will be issued an invoice near the start of each term unless their balance equals zero. Families may pay the invoice in full or in three instalments.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

This policy was discussed and agreed in July 2024. It will be reviewed on an annual basis. The next review will be no later than July 2025.