



Charging, Payment and Arrears Policy – 2025

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Next Review: August 2026

1. Introduction

Linskill Nursery is committed to providing a caring, nurturing, and stimulating environment for all children and families, regardless of background or social standing. We aim to ensure equal access to early years education and to make our services financially transparent and fair.

This policy sets out our approach to **charging, payments, and arrears management** for both funded and fee-paying childcare. It applies to all families using Linskill Nursery.

2. Fee Structure – Fee Paying Sessions

- Fees are calculated by taking the weekly payable figure × 51 weeks (or × 38 for term-time only), divided into 12 equal monthly payments.
 - Term-time only places require a **50% retainer fee** for the 13 non-term weeks, divided across 12 months.
 - **Sibling Discount:** A 10% discount applies to the older sibling when siblings attend simultaneously.
 - **Ad-hoc Sessions:** Subject to availability and must be paid for upon booking. If ad-hoc bookings become regular, your booking pattern will be reviewed and recalculated.
 - **Deposit:** A non-refundable **£110 deposit** is required to secure a place. This will be deducted from the child's third month's fees. If fees are lower than the deposit, the difference will be refunded.
 - **Notice to Cancel Before Start:** If you decide not to take up your child's place, at least **30 days' notice** before the start date is required for the deposit to be refunded.
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3. Booking and Notice Periods

- **Change to Sessions:** A minimum of **three months' notice** is required to reduce fee-paying sessions after starting nursery. Subsequent changes require **one full month's notice**.
 - **Deferral of Start Date:** You may defer your start date once. Additional deferrals incur a 50% monthly fee charge for each deferral.
 - **Leaving the Nursery:** One month's written notice is required when a child is leaving or changing sessions.
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4. Payments

- All **fees are payable monthly in advance**, by the **7th of each month**.
 - **Payment methods:** Direct debit, childcare vouchers, or Tax-Free Childcare.
 - Invoices are raised on the **1st of each month** and sent electronically.
 - **Ad-hoc sessions** must be paid in advance at Linskill Main Reception.
 - We do not offer refunds for **non-attendance, sickness, holidays, or bank holidays**. Nursery remains chargeable during closures for these reasons, including two annual staff training days. With notice of absence given the week before meal and nappy charges are credited to the following month. When a child is off sick and no notice is possible, meal charges still apply, and nappy charges are credited to the following months invoice.
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5. Funding and Government Entitlements

Government funding is available for eligible children from 9 months upwards.

- **9 months – 2 years:** Up to 30 funded hours - *Working Entitlement* (eligibility criteria apply).
- **2 – 3 years:** Up to 30 funded hours *Working Entitlement* (eligibility criteria apply).
- **3 – 4 years:** All children receive 15 funded hours - *Universal Entitlement*. Some are eligible for up to 30 hours *Working Entitlement* (eligibility criteria apply).
- **2-3 years:** Some children can access 15 hours in particular circumstances even if the parents are not in work – eligibility criteria applies

Parents must apply for and maintain eligibility through www.childcarechoices.gov.uk and provide the nursery with valid codes before the start of term. Codes must be renewed every three months.



A child can access a maximum of 10 funded hours in one day in line with Government regulations.

Parents must complete a **Provider Declaration Form** to access funded hours. This form helps determine eligibility for additional funding (EYPP, deprivation, DAF, or inclusion funding).

Stretched Funding

Families can opt to stretch their funded hours across the year in line with local authority term structures. Funded hours per week may vary by term, and parents will be notified of the hours they'll receive dependent upon which term the child starts. Any hours beyond entitlement are charged at standard nursery rates.

6. Additional Charges

Government funding covers the cost of care only. It does not include consumables such as:

- Snacks and meals
- Nappies and wipes
- Some *one-off* additional enrichment activities or outings

Charges for these are itemised on monthly invoices and are **optional**. Parents may choose to:

- Provide a packed lunch (in line with our **Packed Lunch Policy**).
- Supply nappies and wipes.
- Opt out of enrichment/consumable fees (children will still be included in activities, with the nursery subsidising costs).

Please see the table below for the funded and fee-paying sessions for 2025-26

Description	Unit	Unit price
Free entitlement hours –15 hours per week for 38 weeks for 3-4 year olds	Weekly	Free
Free entitlement hours –30 hours per week for 38 weeks	Weekly	Free
Free entitlement hours –30 hours stretched (number of weekly hours is dependent upon the term started)	Weekly	Free
Additional hours purchased	Per hour	£12.10

Additional half days purchased - 5 hours am or pm	Per half day	£46.00
Additional full day purchased - 10.5 hours	Per session	£76.50
Breakfast and snacks	Daily	Free
Meals – Hot Lunch(funded sessions only)	Daily	£3.85
Meals – Tea (funded sessions only)	Daily	£2.20
Consumables (nappies, wipes, barrier cream, disposable gloves)	Full Day Supply	£2.50
Consumables (nappies, wipes, barrier cream, disposable gloves)	Half Day Supply	£1.10

7. Arrears and Debt Recovery

Linskill Nursery aims to minimise income loss by maintaining clear and fair arrears recovery systems in line with best practice and legal standards.

- Accounts in arrears will incur a **£25 administration fee** per arrears notice.
- If payment is not made within 10 working days of the first arrears notice, a **second notice** will be issued and another £25 fee applied.
- If full payment is not received within one month of the arrears notice, the child's nursery place may be **suspended or withdrawn** at the Trust's discretion.
- Persistent non-payment will result in the account being **referred to solicitors** for recovery. Additional legal and administrative costs will be added to the outstanding balance.

We are legally required to inform **HMRC** if an account in receipt of childcare tax benefits falls into arrears.

8. Financial Support and Communication

We recognise that families may occasionally face financial hardship. We encourage parents to contact the **Nursery Management Team** as early as possible if struggling with payments. We will always aim to offer support and discuss possible solutions.



9. Key Reminders

- Childcare vouchers and Tax-Free Childcare are accepted.
- Bank holidays and staff training days are chargeable.
- No refunds for sickness or holidays.
- Deposits are not required for **funded-only** children.
- The policy applies equally to all families and will be implemented without discrimination.

If you have any questions regarding this policy, please speak to the Nursery Manager.

Reviewed July 23

Next review July 2024

Next review July 2025

Reviewed October 2025

Next review August 2026