

26. Payment of children's invoices

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	unknown	First adopted	Committee	Dropbox.com Website	
V2.0	Oct 2016	Reviewed, updated & version controlled	H Mansfield	Website Dropbox 2016-17 folder	Oct 2017
V3.0	Nov 2017	Updated re. Bank Holidays & Inset Days, & version controlled.	K Coupe, H Mansfield & S Huxley-Reynard	Dropbox Website	2019/20
V4.0	3 June 2019	Updated re voluntary contribution for snacks and sundries; NEF info & electronic invoices and amendment form	K Coupe & E Sellers	Dropbox.com Website	June 2020
V5.0	15 Dec 2020	Updated to reflect increase in hourly rate and changes to voluntary contribution for snacks & mandatory contribution for nappies from 1 Jan 21	K Coupe & E Sellers	Dropbox.com Website	January 2022
V6.0	17 July 2022	Updated to <ul style="list-style-type: none"> • reflect September 2022 changes in “snacks & sundries” charge; • reference to Policy 39 Emergency closure • Inclusion of “Associated Polices & Procedures” section as per EY safeguarding audit 175/157 2022 	K Coupe & F Walton	Dropbox.com Website	September 2024
V7.0	13 Oct 2022	Updated to: <ul style="list-style-type: none"> • correspond with changes to Policy 2 Settling In/Key Person; • inclusion of reference to Policy 49 Debt Recovery 	K Coupe, J Dyer & D Findlay	Dropbox.com Website	October 2023
V8.0	17 May 2023	Clarification that a deposit needs to be paid to secure a place even when a sibling is already in attendance.	K Coupe & J Dyer	Dropbox.com Website	May 2024
V9.0	28 Jun 23	Increase in Deposit from £30 to £50 with immediate effect	K Coupe	Dropbox.com Website	June 2024
V10.0	12 Oct 23	Increase in Nappy Disposal charge from £10/half-term to £15/half-term from Term 2 2023	K Coupe	Dropbox.com Website	Oct 2024

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V11.0	31 Jan 2024	Clarification that if reusable nappies used half-term charge reduced to £5	K Coupe	Dropbox.com Website	Feb 2025
V12.0	2 May 2024	Updated with regards to working parents 2 year old funding and Disadvantaged 2 year old funding, plus confirmation that 2 sessions need to be attended/week to retain child's place	K Coupe	Dropbox.com Website	May 2025

Statement of intent

To provide guidance to the Treasurer and other committee members on payment of children's pre-school fees.

To ensure parents/carers are treated consistently regarding the payment of their children's fees.

The Committee has set a minimum session attendance at the setting of 2 separate sessions a week to secure a place. Days/times will be dependent on spaces available and staff to child ratios. For example:

- two morning sessions, ie. 9am to 1pm; or
- two afternoon sessions, ie. 1pm to 3.30pm; or
- a combination of the above two which could be on one day; or
- two full day sessions, ie. 9am to 3.30pm; or
- a combination of part and full sessions, ie. one morning/afternoon (as above) **and** one full day (9am to 3.30pm)

Please talk to the Play Leader in the first instance.

Nursery Education Grant Funding (NEF)

North Nibley Pre-school are registered to receive NEF which eligible children can receive from the term following their second or third birthday. NEF covers 38 weeks of the pre-school year. The pre-school reserves the right to charge for any additional days not covered.

Your child's 2 nd or 3 rd birthday	When your child will receive NEF
1 September to 31 December	Spring Term (starts January)
1 January to 31 March	Summer Term (starts April)
1 April to 31 August	Autumn Term (starts September)

- The pre-school accepts 15 hours NEF for 2 year olds, ie. Disadvantaged 2 year old funding (D2YOF) and working parents 2 year old funding (WP2YOF), where they are eligible. With regards to D2YOF, we require a copy of the confirmation email received by the parent/carer from Gloucestershire County Council (GCC) for our Treasurer

records. This must show the child's name, date the funding starts and the funding unique code (starting with "TYF-"). For WP2YOF, which is income related, we will need a parent's name, date of birth, National Insurance number and the unique 11 digit code. NB: D2YOF can only be used at one setting, whereas WP2YOF can be used across a combination of settings or childcare arrangements. To apply for WP2YOF please visit www.childcarechoices.gov.uk.

- Children of 3 or 4 years old are entitled to 15 hours "universal" NEF entitlement per week for 38 weeks a year, plus an extra 15 hours per week "extended" NEF entitlement¹. Parents can use this funding at any registered setting or with registered childminders. The funding entitlement can be used across a combination of settings or childcare arrangements.
- If your child is in receipt of funding you will be required to complete a Parent Declaration Form each term (Autumn, Spring and Summer), to enable North Nibley Pre-school to claim the funding direct from Gloucestershire County Council. For all funding except D2YOF, you will be required to renew your child's 11 digit code every 3 months – HMRC will send a reminder email in the month prior to expiry.
- For those parents wishing to claim the "extended" 15 hours NEF, in addition to the 15 hours "universal" NEF, they must supply North Nibley Pre-school with:
 - the current eligibility code given to them by HMRC;
 - their child's date of birth;
 - one parent's National Insurance Number.

The pre-school will then be able to verify the code and update their child's termly invoice appropriately. The parents will also be required to complete a 'Parent Declaration Form', supplied by the pre-school.

Failure to provide a current eligibility code, including an updated code on expiry² of the previous code, will result in the termly invoice being reissued, invoicing for any hours not covered by the 15 hours "universal" NEF if your child is not eligible to move into the "grace period".

Please note the cut off dates for applying for "extended" NEF hours:

- Autumn Term (ie. September to December): apply to HMRC by 31 August
- Spring Term (ie. January to March): apply to HMRC by 31 December
- Summer Term (ie. April to July): apply to HMRC by 31 March

Termly invoices

- An advance payment of £50 will be required to secure a child's place at preschool. Payable within 10 working days of you accepting the sessions offered. Please note that even if you have another child already attending pre-school, £50 advance payment is still a requirement. This will be refunded in the first invoice. However, in the event of a child not taking up their offered place, then the deposit will be retained.
- Invoices are issued within the first 2 weeks of each half term.

¹ 15 hours extended entitlement is income related.

² Eligibility codes have a longevity of 3 months. HMRC will contact the parent(s) to remind them to reapply for a new code prior to the original/previous code expiring.

- Invoices will be issued for any unfunded hours the child attends pre-school. The current fee for 2, 3 and 4 year olds is £4.95 per hour. Hours attended, covered by NEF, will be indicated as “universal” and/or “extended” session hours on the invoice.
- All invoices are issued electronically via emails. If you would prefer a hard copy then please let the pre-school know.
- For children receiving both funded and unfunded hours, the unfunded hours will be allocated to the first hours of the week, based on the child’s usual attendance pattern until all unfunded hours are accounted for.
- Parents/carers with eligible children will be issued with a funding claim form at the start of the Autumn, Spring and Summer terms. This must be filled in and returned with proof of your child’s date of birth by the deadlines given by the pre-school. You will need to declare any NEF sessions being claimed elsewhere (eg. at a day nursery, childminder or other pre-school). If you do not sign the form by the deadline we will not be able to claim your child’s NEF entitlement until the headcount amendment task opens later in the term. Delay in applying may cause financial difficulties for the pre-school.
- Once the funding form has been submitted, there is only one opportunity within each of the 3 terms to submit an amendment form. If you change your child’s hours outside this window, you will be charged for any additional hours above your previously agreed NEF entitlement.

IMPORTANT: All hours claimed on the funding forms **must** match those shown in the register of attendance at the pre-school. GCC periodically undertake funding audits³. If a parent/carer works an irregular shift pattern (confirmation from employer required), they will not be disadvantaged from using the funding – please talk to the pre-school in this respect.

- Unfunded hours associated with Inset Days and/or Bank Holidays, if the latter falls during term time, will not be invoiced.
- Each half-termly invoice will include a voluntary contribution as follows:
 - all children charged £15 to cover cost of providing snacks;
 - nappy-wearing children will be charged an additional £15 to cover the costs of nappy disposal, consumables and to reflect increased demands for staff time. However, if you use reusable nappies, this charge will reduce to £5 per half-term.

Both these charges are permitted through our Local Provider Agreement with GCC⁴. Whilst not an obligatory charge, there is an expectation for parents to pay this to enable pre-school to provide snacks and sundries for your child. Please contact the pre-school if you perceive this charge to be of financial concern and we can discuss your options for providing snacks and sundries for your child.

Extra sessions

- If you wish your child/children to attend extra sessions above their normal attendance pattern, this can be arranged with the playleader. Payment for these additional sessions is required up front on the day of attendance (by cash, cheque, childcare vouchers or BACS).

³ As per para 13.9 Local Provider Agreement

⁴ As per para 12.2 Local Provider Agreement

Rules of payment

- Invoices will include a “payment by” date. This will be at least 2 weeks from the date of invoice issue.
- The preferred method of payment is by BACS, childcare voucher or tax-free childcare account.
- Policy 12 Trips and Outings details how invoices may/may not be affect. Please see our website or the Policy handbook at the pre-school.
- Parents/carers wishing to withdraw their child/children from North Nibley Pre-school after completing their two free 1-hour settling in sessions (as outlined in Policy 2 Settling in/Key Person), will be charged for failure to give us 4-weeks notice at the setting’s normal hourly rate. Children will be able to stop attending the pre-school within this notice period, but the invoice will stand for the 4-week notice period.
- A 4-week notice period is required to decrease attendance hours to avoid invoicing of the previously agreed attendance pattern.
- Any absence due to sickness or holiday will be charged for as a normal week’s attendance.
- Invoicing following an unexpected halt in a child’s attendance due to exceptional circumstances is to be discussed and agreed upon by the committee.
- North Nibley Pre-school understands that unforeseen circumstances can occasionally lead to delays in payment of invoices. Parents/carers are requested to contact the Administrator as soon as possible to discuss a payment plan. The setting will follow Policy 49 Debt Recovery to obtain any outstanding monies. Any arrears are to be taken forward to the next term’s invoice. Any prolonged delay in payment could jeopardise the child’s place and will be decided upon by the committee.

Pre-school closures

On rare occasions there may be circumstances that prevent North Nibley Pre-school opening or completing a session. In this case Policy 39 Emergency Closure will be referred to. Adjustments to invoices is not guaranteed.

Associated policies and procedures

- No 2 Settling In/Key Person
- No 12 Trips and Outings
- No 35 Record Keeping
- No 39 Emergency Closure
- No 49 Debt Recovery