

Charging Policy for St Martin's Centre Nursery

Introduction

At St Martin's Centre Nursery, we are committed to providing high-quality early years education and childcare services. We aim to ensure that our services are accessible and affordable to all families. This Charging Policy outlines the fees for the services we provide, the payment structure, and any additional charges that may apply. We strive to be transparent about our charges and ensure families are aware of all costs associated with their child's care.

1. Nursery fees and other costs

The following outlines the standard fees for childcare at St Martin's Centre Nursery. Our fees are based on the number of hours a child attends over and above their free entitlement (see section 2).

- **Hourly rate:**
 - £5 per hour for children aged above 2 years old
- **Meals/snacks**
 - Snacks and drinks are free. For those children staying over the lunch period, we kindly request families provide packed lunches for their children.
- **Consumables**
 - We kindly ask families to provide nappies, wipes and suncream.
- **Additional services**
 - St Martin's Centre Nursery may offer opportunities for children to take part in trips or special events. Any associated cost will be made clear to families, enabling them to make an informed decision about their child's participation. Where the event takes place on a regular attendance day, free funded provision will be provided for those children not taking part.
- **Registration fee**
 - St Martin's Centre Nursery do not charge a registration fee.

2. Early Years Free Entitlement (EYFE)

Description	Eligibility	How to use the hours
3 and 4 year olds – Universal entitlement	<p>All three-and-four-year-olds are entitled to 15 hours free childcare per week until they start a school reception class – regardless of earnings status or family circumstances. Children are eligible the term after they turn three.</p> <p>How to apply</p> <ul style="list-style-type: none"> • no code needed 	5 sessions per week of 3 hours each, for 38 weeks per year

Description	Eligibility	How to use the hours
	<ul style="list-style-type: none"> complete the registration form and return to Reception 	
<p>2 year old funding for families requiring additional support</p>	<p>15 hours free childcare per week from the term after the child turns two, for eligible families where:</p> <ul style="list-style-type: none"> you are on low income and in receipt of benefits your child is looked after by the council or has left care through adoption, special guardianship, or child arrangements order (previously residence order) or your child receives Disability Living Allowance or has an Education, Health and Care Plan (EHCP) <p>Low-income criteria – parents need to meet one of the following:</p> <ul style="list-style-type: none"> Receiving any of these benefits - <ul style="list-style-type: none"> Income support, Income-based Job Seekers' Allowance, Income-related ESA or Receiving Universal Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax; Receiving the guaranteed element of the State Pension Credit; Receiving support under Part 6 of Immigration & Asylum Act 1999; Receiving Child Tax Credit or Working Tax Credit, and have an annual gross household income of no more than £16,190, as assessed by HMRC; Non-UK citizen who cannot claim benefits (depends on earnings). <p>You can check your eligibility here before applying https://www.beststartinlife.gov.uk/eligibility-checker</p> <p>How to Apply Complete a registration form and we will check your eligibility.</p>	<p>5 sessions per week of 3 hours each, for 38 weeks per year</p>
<p>Working Families Eligibility 9 months +</p> <p>St Martin's Centre Nursery offers places for children aged 2+ years</p>	<p>30 hours free childcare per week from the term after the child turns 9 months, for eligible working families where:</p> <ul style="list-style-type: none"> Both parents (or sole parent in one parent family) are working* and earn on average at least the equivalent of 16 hours at the 	<p>10 sessions per week of 3 hours each for 38 weeks per year</p>

Description	Eligibility	How to use the hours
	<p>national minimum wage** and less than £100,000 or</p> <ul style="list-style-type: none"> • As above where one parent is working, and the second parent is not working but receiving an eligible carer benefit or is unable to work and receiving an eligible disability benefit. <p>* Working includes parents who are on maternity, paternity, adoption or sick leave and where a parent expects to be working (for instance starting a new job)</p> <p>**minimum wages rates vary for different age groups and change every April.</p> <p>How to Apply</p> <ul style="list-style-type: none"> • you need to apply through the online childcare service at www.beststartinlife.gov.uk/eligibility-checker or call 0300 123 4097 • you will receive a working families' childcare code which you must give to us before the start of your child's eligible term. • children are eligible the term after they turn 9 months; however St Martin's Centre Nursery only offer places to children aged 2 years + • you must reconfirm your eligibility (childcare code) every 3 months via the Government Gateway, or your child will not be eligible for their nursery place 	

St Martin's Centre Nursery is registered with Tax-Free Childcare and the Childcare Grant Payment Service. Please contact Reception for further details or see [Tax-Free Childcare - GOV.UK](#) and [Childcare Grant: Overview - GOV.UK](#) for eligibility.

3. Opening times

St Martin's Centre Nursery is open Monday to Friday, 8.45am to 3.30pm, during term time (38 weeks of funded sessions). Terms typically total 39 weeks, with nursery closed for 5 days during the year for staff training. Sessions run from 8.45am to 11.45am and 12.30pm to 3.30pm.

4. Payment terms

- **Invoices:** Invoices will be issued on a weekly basis, and payment is required within 7 days of the invoice date. Your invoice will fully itemise the costs incurred.
- **Payment methods:** We accept payment by bank transfer, cheque, or cash. Details for payment will be provided on your invoice.

- **Late payment:** Continued non-payment may result in the suspension of services until the outstanding balance is cleared.

5. Late collection charges

If your child is collected later than the agreed pick-up time, a charge of £1.25 per quarter-hour will be charged.

6. Notice Period for Changes and Cancellations

- **Change of hours/days:** If you wish to change your child's attendance pattern, we require 4 weeks' notice in writing. Subject to availability, we will accommodate changes where possible.
- **Cancellations:** If you wish to withdraw your child from the nursery, we require a minimum of 4 weeks' notice. Where additional hours are charged, failure to provide notice will result in charges for the notice period.

7. Refunds

Where the nursery is closed due to unforeseen circumstances (for example adverse weather conditions, staff illness), we will offer refunds for any additional hours charged for the period of closure.

8. Review of Fees

St Martin's Centre Nursery reviews its fees annually. Any fee changes will be communicated to parents with at least 1 month's notice.

Conclusion

We aim to ensure that St Martin's Centre Nursery provides the highest standard of care and education for your child. We appreciate your understanding and cooperation regarding our charging policy. If you have any questions or concerns about the fees or payment terms, please do not hesitate to contact the nursery office.