



Childcare Fees and Fees Arrears

CHILDCARE FEES

How to pay

All fees are invoiced at the beginning of the month to be payed by the first. You can pay your fees in the following ways:

- In cash or check
- Bank transfer
- Employer childcare voucher schemes
- Tax free childcare

You could be entitled to Working Tax credit which may cover up to 80% of your fees. It is your responsibility to apply to the Inland Revenue for your entitlement and to ensure that any information supplied is correct and updated as necessary.

Funded sessions

The Pod nursery offers 30 hour funding for children aged over 9 months with working parent entitlement, 2 yr disadvantaged funding, 3 year olds and the extended 15 hour funding making 30 hours for 3 year olds if you are eligible. It is your responsibility to ensure that you reconfirm every 3 months via the email sent to you by Government funding.

How your childcare fees are set?

- The fees charged will cover the cost of caring for your child whilst he/she is at The Pod Day Nursery, in After School Club or Breakfast Club.
- It covers the cost of breakfast and tea but not a hot school lunch.
- Fees are payable in the event of holiday or illness on your part.
- In the event of the Pod Nursery having to close for unseen reasons the fees would be carried forward.

Late collection fees

Late collection fees apply to all sessions when the collection of the child is more than 10 minutes late this is an additional cost of £20 emergency late fee.

Changes to your childcare fees

We aim to review childcare fees annually at the start of the new financial year in early April. We will give you one month's written notice of any changes to your childcare fees.

If you are having money problems

If you are unable to pay your childcare fees, you must contact the finance officer at St Frideswide C of E Primary school as soon as possible. We will do what we can to help you. For example we can arrange for you to pay any arrears in manageable instalments. We will ask you to sign an agreement to make payments to clear the outstanding fees. We can also put you in contact with agencies that advise on benefits or give financial advice.

Organisations who can give you free financial advice include:

Citizens Advice Bureau

95-96 St Aldate's, Oxford OX1 1DA

[0808 278 7909](tel:08082787909)

National Debtline

www.nationaldebtline.co.uk

01212274780

Working Tax Credit

www.gov.uk/taxcredits

Childcare Fees and Arrears

If your childcare fees are not paid

Stage 1

All families with a debt of £50 or more at time of invoicing The Early Years Assistant Head will contact the parent/carer by letter and invite to a meeting to discuss the outstanding fees and agree a date by which the debt is to be cleared.

Stage 2

In two weeks if payments continue to be missed, The Early Years Assistant Head will contact the parent/carer and renegotiate, setting in place an agreed payment plan to clear the outstanding debt.

Stage 3

If payments continue to be missed at the time of the next invoicing, The Early Years Assistant Head will issue a letter giving 15 days notice of withdrawal of The Pod Nursery Place.

Stage 4

If parents/careers are behind with childcare fees at the end of the 15 working days written notice period, the Day Nursery place will be withdrawn until the outstanding fees are paid. Readmission will be subject to the admissions policy.

Stage 5

If fees are not paid the debt will be referred to the finance officer at St Frideswide C of E Primary School for appropriate action, and taken up with ODST Finance team and solicitor.

