



## **FEES AND INVOICING**

### **1. OFFER OF A PLACE AND SUBSEQUENT PAYMENT OF REGISTRATION FEE**

When a family initially visits a York Childcare (YC) nursery, they are asked if they would like to join the waiting list, unless a place is available immediately.

This waiting list is reviewed on a regular basis and families are contacted when a place becomes available. If a suitable place is not available, families may be asked if they would like to remain on the waiting list.

- When a place becomes available, the Nursery Manager or Room Leader will contact the parent / carer to inform them of the vacancy.
- Once the parent/carers has verbally accepted the place and agreed a start date, they will then be sent a letter which:

- a) confirms details of the place that has been accepted and requests a £50 non-refundable registration fee along with the first 4 weeks fees to secure the place.

(This £50 is fixed regardless of the number of children being enrolled i.e. if a parent/carers is enrolling two children at the same time it is still £50, not £100)

Once payment is received, the agreed start date is secured.

- b) contains a Contract outlining the terms and conditions of the nursery place. One copy of the Contract must be signed and returned to the nursery. Payments must be made by bank transfer by the date given in the letter. Places cannot be guaranteed if payment is not received within this timescale.
- Parents/carers are jointly and severally liable for settlement of invoices. In the event of a separation or divorce they should immediately advise the Business Manager and jointly notify their intentions over responsibility for outstanding and future fee invoices. Joint and several liability means that YC can pursue the parent/carers of its choice for settlement of the fee invoices.

### **2. INVOICING**

- Fees are charged in advance of attendance: for example, an invoice for the month of July is issued mid-way through June, with a payment due date no later than 1<sup>st</sup> July.
- Parent/carers are invoiced for all sessions that are reserved for their child(ren), including the sessions at which the child(ren) is/are absent, due to holidays or sickness. However, parents/carers are not invoiced for the Christmas week nor for national Bank Holidays as YC has taken the decision to close the nurseries on these



dates. For families taking a full time place a 10% discount will be applied where 5 full days are taken at full fee rate.

- If a parent/carer intends to reduce their child(ren)'s sessions, or plans for them to leave, they must notify the relevant Nursery Manager in writing/email giving two months notice. Failure to do so will result in the parent/carer still being invoiced, for two months, after the child has changed sessions or left the nursery. This notice period is vital to ensure correct fee invoicing of the child's place.

To advise parents/carers of any invoices which have not yet been paid, or to remind them that they still have some credit remaining, a statement will be issued. Email reminders may also be sent.

If a parent/carer should find themselves in financial difficulties, and unable to pay any invoice, they should contact the Business Manager immediately, who will try to assist in any practical way. If such matters are not discussed with the Business Manager, and accounts show a large or growing outstanding balance, YC do have procedures in place to recover such debts. Please make contact before procedures have to be followed.

### **3. PAYMENT**

Payment of fees should be made on or before the first day of the month to which the invoice relates. Please allow approximately one week for payments to be processed.

#### **3.1 BANK TRANSFER**

- Invoices issued list our bank details to enable online banking payment and this is the easiest, and quickest way for York Childcare to receive the fee. The company bank details, for all nurseries are;  
Sort code 40 47 31  
Account no 42067447

All BACS payments should include the invoice number or child's name in the reference field.

#### **3.2 TAX FREE CHILDCARE ONLINE**

- Parents/carers where applicable can pay fees using the government's tax-free childcare scheme available via the government website:  
<https://www.gov.uk/sign-in-childcare-account>



This enables them to pay money into the online portal whereby the government will instantly top up the contribution to the value of the relevant income tax level, typically 20%. A payment can then be made from this total amount to York Childcare.

- Once the user has registered their child(ren) on the portal, York Childcare's nurseries can be set up as payees by searching for either of the below;  
Joseph's Nursery - The Pavilion, Rawcliffe Lane, York, YO30 6NP  
Heather's Day Nursery - James Backhouse Place, Holgate, York, YO24 4NS  
Scarcroft Green Nursery – 54a Nunthorpe Road, York, YO23 1BP
- Parents using the tax-free website must confirm their eligibility every 3 months by responding to the 'reconfirmation' requests usually sent by e-mail from the government website or else they will cease to be eligible for the scheme.
- Please can you email our Business Manager at [generaloffice@yorkchildcare.co.uk](mailto:generaloffice@yorkchildcare.co.uk) to give your child's reference number to enable payment to be linked to your account.

### **3.3. CASH**

- The Nursery Manager is able to take cash for fee payment and will give a receipt as proof of payment. Please note, change cannot be given, so do ensure you have the correct money otherwise this will be credited to your next invoice.

### **3.4. OTHER METHODS OF PAYMENT**

- If Parents/Carers would like to discuss the possibilities of payment by any other means, please contact the Business Manager at the Head Office.
- Parents/Carers are advised to look at the Childcare Choices website to see whether they may be eligible for any government schemes which might help towards childcare costs: <https://www.childcarechoices.gov.uk/>

## **4. ADDITIONAL SESSIONS**

It may be possible for parents/carers to book ad hoc additional sessions for their children, through the Blossom App. Parents/Carers will need to request the session through the app and await approval from the nursery team before the session can take place. If parents/carers are not up to date with their nursery fees, they will not be able to book any additional sessions.

- Please note additional sessions are invoiced separately at the end of each month and will contain relevant dates of the sessions taken.
- Payment should be made within 7 days of the invoices being issued.



- If you have any queries relating to your additional session invoice, please speak to the relevant Nursery Manager.

## 5. EARLY YEARS FUNDING

We offer a range of sessions for children aged 9 months, 2, 3 and 4 years old through the early years funding scheme. This applies from the term after the child turns 9 months old for 38 weeks of the year. For example, if your child turns 9 months old in July, they will be eligible from the start of the Autumn term in September.

You can check if you are eligible and apply for the funded hours via the Childcare Choices website at: <https://www.childcarechoices.gov.uk>. This website will inform you of all the different childcare support that may be available to you and your specific circumstances. Some forms of funding where applicable can only be accessed by applying for a unique 15-character code through this website. You must supply this code, the name and NI number of the person who has applied for the funding to the nursery manager prior to accessing the funding. It is then your responsibility to ensure your code remains up to date by re-confirming your eligibility when you receive the e-mail from gov.uk.

Please note that you will be asked to pay an additional charge towards costs which the early years funding does not cover for food, materials and resources associated with the broad range of activities provided. (Please see fee structure for details of current sessions and additional charges).

Parents/carers will be able to use up to 15 or 30 hours per week but may choose to use the nursery for more hours, subject to availability of places.

Standard nursery fees will apply for any hours taken in addition to the funded entitlement.

**Please note that children must attend the nursery for a minimum of 1.5 days per week all year round (this can be short days/sessions). The funded sessions are term time only and cannot be stretched across the year. Full fees will apply in the non-term time. Where a funded day falls on a public holiday in term time, we are unable to accommodate an alternative day for these funded hours to be used.**

Nursery Managers or Room Leaders will establish the intentions for each family claiming Early Years Funding in a YC nursery, prior to the start of each term. Parents/carers will be asked to confirm the agreed attendance pattern and complete a Declaration Form provided by the City of York Council. We will aim to do this electronically so it can be completed at your convenience, however if the form is not completed and returned by the given date, we will be unable to claim the funding and full fees will apply. Once



completed, this information is submitted on the City of York Council funding portal who then have a responsibility to ensure that no child is claiming more than 15 / 30 hours a week in total (as appropriate). The City of York Council will contact the nursery in the event of an overclaim who in turn will contact yourself to discuss further.

Payment towards the cost of the government funded place is made directly to YC by the City of York Council.

Monthly invoices show which sessions are funded and which are charged for. If you want your child to attend nursery **ONLY** for the funded sessions, on a term-time only basis, please ensure you check availability with your Nursery Manager or Room Leader. Any additional applications will be considered through the assisted places scheme.

For precise details of which 38 weeks are 'term-time' and which weeks are 'non-term-time', please see the YC Term Time Calendar, which is available to view on the website [York Childcare - Fees](#) Please note that these dates may differ from those provided by any local schools so do check!

For further guidance please arrange to see your Room Leader or Nursery Manager.

## **6. LATE COLLECTION FEE**

Late collection fees will be applied as £25 late collection fine and then £10 per 15 minutes or part thereof. This applies to all session end times irrespective of nursery closure time.