

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 Policies & 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	K Coupe	Dropbox.com Website	Oct 2024

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		£10/half-term to £15/half-term from Term 2 2023			
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
V13.0	10 July 2024	Updated to <ul style="list-style-type: none"> • reflect changes in hourly rates with effect from 1 September 2024; • updated information on funding available to use at the setting from 1 September 2024 	K Coupe & C Malins	Dropbox.com Website	July 2025
V14.0	June 2025	Updated Reviewed	J Dyer	Dropbox Website	June 2026
V15.0	September 25	Updated to reflect Government guidance on charges for snacks/consumables	J Dyer	Dropbox Website	September 2026
V16.0	March 26	Updated with new guidance from GCC	J Dyer	Dropbox Website	March 27

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. 8.30am 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. 8.30am to 3.30pm; or
- a combination of part and full sessions, ie. one morning/afternoon (as above) **and** one full day (8.30am 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 (or from 9 months for eligible working parents). NEF covers 38 weeks of the pre-school year. The pre-school reserves the right to charge for additional hours not covered by NEF.

NB: North Nibley Pre-school only accepts children from the age of 2 years old.

When your child is 9 months old, or 2, 3 or 4 years old	Term when your child will be eligible to receive NEF funding	When to apply for funding
1 September to 31 December	Spring (1 January to 31 March) - Terms 1 & 2	at least 14 working days before 31 August
1 January to 31 March	Summer (1 April to 31 August) - Terms 3 & 4	at least 14 working days before 31 December
1 April to 31 August	Autumn (1 September to 31 December) - Terms 5 & 6	at least 14 working days before 31 March

North Nibley Pre-school is able to accept the following funding:

- 9-23 month old funding for eligible working parents (15 hours funding). This funding is income related. Visit www.childcarechoices.gov.uk to find out if you are eligible and how to apply;
- Achieving 2 Year Old Funding for eligible children (15 hours funding). Visit glofamiliesdirectory website to check if your child may be eligible;
- Working Parent 2 year old funding (15 hours funding). This funding is income related. Visit www.childcarechoices.gov.uk to find out if you are eligible and how to apply;
- 3 year old funding (15 hours universal funding) – no application needed, your child is automatically entitled to this funding from the funding term after their 3rd birthday until they start Primary School; and
- Working Parent 3 and 4 year old funding (this funding is income related) giving an additional 15 hours extended funding on top of the 15 hours universal funding. Visit www.childcarechoices.gov.uk to find out if you are eligible and how to apply),

For all the above funding parents/carers will need to complete a Parent Declaration Form for each funding period their child attends the setting.

“Non-funded sessions” are a child’s hours not covered by NEF. This could be because the child is not currently eligible for funding or the hours are over and above the regular NEF hours the child attends and recorded on GCC’s nursery portal for the term.

- With regards to Achieving 2 Year Old Funding (A2YOF), we require a copy of the confirmation email received by the parent/carer from Gloucestershire County Council (GCC) for our accounts. This must show the child’s name, date the funding start and the funding unique code (starting with “TYF-“). **NB:** A2YOF can only be used at one setting.
- For Working Parents 2 Year Old Funding (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:** WP2YOF can be used across a combination of settings or childcare arrangements (maximum of 2). The Parent Declaration Form must state hours at both settings – and match.

- 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 (maximum of 2). 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 A2YOF, 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.

The pre-school will then be able to verify the code and update the child’s half-termly invoice appropriately.

Failure to provide a current eligibility code, including an updated code on expiry² of the previous code, will result in the half-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”.

Half-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, a £50 advance payment is still a requirement. In the event of a child not taking up their offered place, the deposit will be retained.
- If your child’s fees are funded through government funding, the £50 deposit will be refunded during their first half-term. If your child’s fees are non-funded or even part-funded, the deposit will be credited to your first term’s invoices.
- Invoices are issued within the first 2 weeks of each half term.
- Invoices will be issued for any unfunded hours the child attends pre-school. From 1st September 2024 the fee for 2 year olds is £5.95 per hour, and for 3 and 4 year olds it is £5.45 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 Parent Declaration Form towards the end of the previous funding term³ at the start of the Autumn, Spring and Summer terms. This must be filled in and returned by the deadlines given by the Pre-

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.

³ Funding terms: Autumn 1 Sept to 31 Dec; Spring 1 Jan to 31 Mar; Summer 1 Apr to 31 Aug

school Administrator. 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 audits⁴. 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 and commensurate with the pre-school's register, will be credited to the child's half-termly invoice. This does not apply to children who attend funded hours only.
- Each half-termly invoice will also include charges as follows:
 - Snack Charge - £1 per week for a healthy snack provided in the morning session and a snack late afternoon. All snacks will follow Government guidance. All parents will be offered the choice to 'opt in' or 'opt out' of snack. Parents can provide their child with a healthy snack if they prefer, and therefore not be charged for snack.
 - [Early Years Foundation Stage nutrition - GOV.UK](#)
 - [Invoicing, Consumables, and Charging Structures - childcareworks.org.uk](#)

Extra sessions

- If you wish your child/children to attend extra sessions above their normal attendance pattern, this can be arranged with the Play Leader. Payment for these additional sessions is required upon receipt of the invoice that will be sent via email from the administrator. The rate charged will reflect your child's age at the start of the half-term.

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 affected. 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.

⁴ As per para 13.9 Local Provider Agreement

- 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