

Payments and Funding

Methods of Payment

Here at Carousel we can be flexible in how we accept Payments. We accept payments via BACs, child care vouchers and Tax free childcare. We require all invoices to be paid by the 2nd working day of the month, in advance for the month coming.

Child Absence

If children are absent for any reasons (including sickness) you will still need to pay the fees as required. Children whom attend all year round are given 10 days holiday throughout the year to use, this can be used term time or in school holidays. Parents and carers are required to give four week's notice when asking for holiday to be taken and cannot cover a child's sickness. After the 10 holidays have been used parents will have to pay for their child's absence. Parents can notify the management team of their requested holiday days in person, via the telephone or by email. Holiday will be renewed every September.

School Holidays

If your child attends term time only they still have an option to attend in the school holidays, space permitted. If your child claims funding term time only and you require childcare in the school holidays this will be chargeable at our normal rates.

Late Payment

At Carousel Nursery School the management must keep on track of the nursery fees. These fees pay for staff wages as well as equipment and snacks. Parents must pay by the second working day of the month for that month's fees or if agreed different then must be on the arranged day. Nursery fees must be paid on time. In the case of fees not being paid on time, then 5% will be added to the fee each week it is late. It is important that parents pay fees on time so we can continue doing our job and spending time with the children.

Universal Early Education Funding

Children over the age of three are entitled to funding of 15 hours a week over the 38 week period in term time, these hours can also be stretched over 51 weeks of the year (further discussion with management will be needed to go in more depth about this offer). Carousel Nursery School aims to be flexible with this entitlement along with the government funding agreement. Children are able to access the funding without obligation to pay for any extra. However if a family wishes their child to attend outside of the funded hours then additional prices are shown on the fees notice.

2 Year Funding and Extended Early Education Funding for 3 and 4 year olds

There is 2 year funding and additional hours for 3 and 4 year olds available for some families. Families will have to meet the criteria and apply for the funding to see if they are eligible, management can guide families with this as well as supplying families with the referral forms.

Proof of funding acceptance must be shown to management and a copy be obtained for the child's file.

Parents who claim the Extended Early Education Funding will need to check their eligibility every 3 months through the government site (dates will be issued when applying so you will be aware). If parents are no longer eligible for the extended funding they will fall into a 'Grace Period'. This is a short period of time to gives them the opportunity to find work or reconfirm eligibility.

HMRC will inform parents if they fall into the grace period. If parent's circumstances remain the same in the grace period and are still not eligible, they will have to pay for the remaining hours that go over the universal 15 hours.

HMRC can be contacted regarding any queries or appeals on 0300 123 4097 as Carousel Nursery School and the local authority are unable to answer any queries relating to the online application system.

It is required that parents of all funded children complete a funding form to claim their child's sessions. Failure in doing so will result in parents having to pay for these hours.

Deposit

No deposit is charged to secure your child's place where you are only using funded hours.

Notice Periods

Parents are required to give a 4 weeks notice period for any funded and paid hours when deciding to withdraw their child from Carousel Nursery School and will be invoiced for this period in the usual way.

Debt Management

If parents do fall behind with paying fees the manager will talk to the parent about the situation. The conversation will take place in a private space and all details and information will be kept confidential. The manager will work with the parent to come up with a payment plan and deadline (this will be authorised with the owner of the nursery). A record of the plan will be put in the child's registration file and kept confidential. If however parents fail to keep to the agreed payment plans they will lose their child's place within the nursery and the debt will be passed on to a small claims court. To avoid this from happening Carousel encourages parents to be honest with the manager and to work together.