



## 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. Each family will be informed as soon as the place they have requested is going to become available.

This waiting list is reviewed formally on at least a quarterly basis, more frequently if children leave or change sessions at unexpected times. The relevant Nursery Manager or Room Manager contacts the next family on the waiting list for the vacancy which has arisen. If a suitable place is not available, families may be asked if they would like to remain on the waiting list. (Please also refer to the Admissions Policy)

- When a place becomes available, the Nursery Manager or Room Manager will contact the parent / carer to inform them of the vacancy.
- Once the parent/carers has 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, with a Fee Schedule detailing the weekly cost of each place.
  - b) includes an invoice for a non-returnable registration fee of £50. (This £50 is fixed regardless of the number of children being enrolled i.e. if a parent/carers is enrolling two children it is still £50, not £100)
  - c) includes on the same invoice, the first month's nursery fee (also non-returnable) if the place(s) is/are to start within 12 months.
  - c) 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 along with payment of the Registration Fee and payment for the first invoice, within 14 days. Places cannot be guaranteed if payment is not received within this timescale.
- A receipt will be issued to the parent/carers once payment has been received. Payment of the Registration Fee and of the first nursery fee invoice secures the place(s) until the actual start date.
- Parents/carers are jointly and severally liable for settlement of invoices. In the event of a separation or divorce they should immediately advise the General 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.
- An invoice includes the family's details, the date and an invoice number. It also shows the sessions to be attended by the child(ren) for that month, with a total amount payable. The total amount payable should be paid by the first day of the month, to which the invoice relates.
- The invoice will contain information with relevant dates of a child commencing or leaving.
- If a parent/carer intends to change their child(ren)'s sessions, or plans for them to leave, they must notify the relevant Nursery Manager **IN WRITING, GIVING TWO MONTH'S 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 mid-month. 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 General Manager\* immediately, who will try to assist in any practical way. If such matters are not discussed with the General 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 (BACS)

- 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 surname in the reference field.

### 3.2 . CHEQUES

- Cheques should be made payable to 'York Childcare' and sent to the General Office, York Childcare Ltd, The Pavilion, Rawcliffe Lane, York YO30 6NP. Please write the number of the invoice you are paying on the back of the cheque.
- When a cheque is sent, the cut off portion at the bottom of the invoice should also be enclosed, stating the invoice number, name and the amount that is being paid.

### 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.

### 3.4 TAX FREE CHILDCARE ONLINE

- Parents/carers can pay fees using the government's tax-free childcare schemes 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
- Parent's registering for Tax-free childcare must register in the term before their child enrolls i.e. if the child starts in September 2020, they must be set up by the end of the prior July 2020 term.



- Parents using the tax-free website must confirm their eligibility every quarter by responding to the 'reconfirmation' requests from the government website or else they will cease to be eligible for the scheme.

### 3.5. CHILDCARE VOUCHERS

- If a parent/carer is in receipt of paper childcare vouchers, these must be submitted on the first day to which the invoice relates. If the vouchers do not cover the exact amount of the invoice, a cheque for the amount of the outstanding balance should be posted along with the vouchers to the General Office.
- If a parent/carer is in receipt of 'e-vouchers', it is essential that a reference is given to the voucher provider, so that payment can be identified when it comes in to the YC bank account. The surname of the child is a suitable reference.

### 3.6. OTHER METHODS OF PAYMENT

- If Parents/Carers would like to discuss the possibilities of payment by any other means, please contact the General 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. CHILDCARE VOUCHERS

YC will accept most types of Childcare vouchers. For specific guidance please contact the General Office. The minimum voucher amount accepted is £10.00.

- If parent/carers are given a Childcare Vouchers Pack by their employer, they should examine the contents thoroughly. The sections for the childcare provider should be removed and sent to YC at the Head Office immediately. It is then possible to send the Agreement Forms to the childcare voucher provider, and have an account set up in the parent/carer's name.
- Please note that under UK Tax regulations it is against the law for any childcare provider to provide a reimbursement directly to a parent if an overpayment is made using childcare vouchers.
- For parents whose employers use 'E-vouchers', kindly note that deduction from salary does not necessarily correspond with payment to YC.



## 5. ADDITIONAL SESSIONS

It may be possible for parents/carers to book extra sessions for their children, through the relevant Room Manager. Parents/Carers will be asked to complete an Additional Session Form. These sessions can only be booked if there are available places within the room on a 'first come, first served' basis. If parents/carers are not up to date with their nursery fees, they will not be able to book any extra sessions.

- At the end of each month, all Additional Session Forms are sent to the Office, where each extra session will then be invoiced.
- Please note that additional sessions are invoiced separately from the usual nursery fees. The invoice for additional sessions will be issued at the end of the month in which they are taken. These invoices will also contain the relevant dates of the sessions taken.
- Payment should be made by return on receipt of the invoices for additional sessions.

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

## 6. EARLY YEARS FUNDING

From the beginning of the new term after a child's third birthday, 15 hours per week of nursery provision is available free of charge, to all children for 38 weeks of the year. Parents/carers will be able to use up to 15 hours per week free of charge but may choose to use the nursery for more hours, subject to availability of places - standard nursery fees apply for additional hours.

Please note that the full entitlement to Early Years Funding will not equate to the cost of a full-time place at nursery but will cover 15 hours per week.

This 15 hours may be taken, subject to availability, in the following ways:

- 3 x half day sessions of 5 hours each
- 5 x three-hour sessions

Please note that in order to benefit from 15 hours of funded time, children must attend the nursery for a minimum of 2 different days per week.

Children who attend only one day each week may use two five-hour-sessions (ie two half days), to achieve the maximum daily total of 10 hours.

Free Early Years Entitlement may be used at two different childcare settings but must not exceed a total of 15 hours each week.

Some families will be eligible to receive 30 hours of early years funding. You can check whether you are eligible and apply for the funded hours via the Childcare Choices website at: <https://www.childcarechoices.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 additional charges)

Nursery Managers or Room Managers will establish the intentions for each family claiming Free Early Years Entitlement in a YC nursery, prior to the start of each term. Parents/carers will be asked to confirm the agreed attendance pattern at nursery and to sign a contract by a given date.

Additionally, at the start of the new term, each parent/carer will need to complete a Declaration Form provided by the City of York Council. Once completed, these forms are returned to the Council who 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 require any parents who have over-claimed to repay the amount due directly to them. Payment towards the cost of the government funded place is made directly to YC by the City of York Council in 2 instalments, one at the beginning of each term and one at the end of the term, at an hourly rate set by City of York Council.

Monthly invoices show which sessions are Free of Charge (FOC) and which are charged for. If you want your child to attend nursery ONLY for the free sessions, on a term time only basis, please ensure that you tell your Nursery Manager or Room Manager. A limited number of term time only places are available at each nursery.

If your child attends for a FOC full-day or a morning session, a charge will be requested to cover the cost of a cooked 2 course lunch, snacks and towards resources which are provided during planned activities for your child.

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 <http://www.yorkchildcare.co.uk/funding-assisted-places> 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 Manager or Nursery Manager.

*\*The General Manager is not currently undertaking this task - it is being handled by the Book-Keeping Administrator.*