



**LAUGH
'N' LEARN
NURSERY**
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**LAUGH
'N' LEARN
PRE-SCHOOL**
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Laugh 'N' Learn Nursery & Preschool Fees Policy

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Statement of intent

Laugh 'N' Learn Nursery and Laugh 'N' Learn Preschool aims to provide an early learning experience for children that is affordable, high quality and geared towards a smooth transition to primary school. They form part of Broadway First School.

The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered child accessing the funded offer. However, there are a number of specific exceptions to this general rule. The governors wish to ensure that all children have full access to all areas of the life of the nursery and preschool, regardless of the parents'/carers' ability to pay

We will work with parents and carers (generally collectively referred to as parents in this policy) to claim benefit entitlement related to fees, such as working tax credits and free childcare entitlement.

This policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be aware of, and given access to, this policy and procedures. It will be included on the website and made available to view on request.

References in this policy to "the school" are to Broadway First School.

➤ Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Childcare Act 2006
- Childcare Act 2016
- The UK General Data Protection Regulation
- Data Protection Act 2018
- The Local Authority (Duty to Secure Early Years Provision Free of Charge) Regulations 2014 (as amended)
- The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016 (as amended)
- DfE (2018) 'Early years entitlements: operational guidance'
- DfE (2024) 'Early education and childcare'
- DfE (2024) September 2024 early education and childcare entitlements expansion'
- DfE Early years entitlements; local authority funding operational guide 2024-2025

This policy operates in conjunction with the following school policies:

- Charging and Remission Policy
- Early Years Admissions, induction and Transition Policy

➤ Fees

Parents will be charged for the care provided outside the following entitlements to free childcare:

- **Working parent/s entitlement** – this entitlement is available for working parents of children from the term after they turn nine months until they start school. Parents are entitled to 15 hours per week over 38 weeks of the year. This entitlement will be further expanded to 30 hours from September 2025.
- **Parents of two-year-olds receiving some additional forms of government support** – this entitlement is available from the term after the child turns two-years old. Parents are entitled to 15 hours per week over 38 weeks of the year.
- **Universal entitlement for three- and four-year-olds** – all three- and four-year-olds are eligible for this entitlement from the term after they turn three through to starting school. Parents are entitled to 15 hours per week over 38 weeks of the year and can be combined with the working parent's entitlement to make up 30 hours.
- If you are not eligible for funded childcare you can access sessions at the rates listed below.
- For parent and carer queries regarding Nursery Education Funding, please contact your local [Family Hub](#) at Worcestershire Council Services.
<https://www.worcestershire.gov.uk/council-services/schools-education-and-learning/childcare/ways-paying-childcare>

➤ Additional Sessions

If your child attends Laugh 'N' Learn Nursery and you would like your child to attend **additional sessions** on top of their funded sessions, this will incur a charge of **£8 per hour for each extra session attended**.

If your child attends Laugh 'N' Learn Preschool and you would like your child to attend **additional sessions** on top of their funded sessions, this will incur a charge of **£5.50 per hour for each extra session attended**.

Sessions are: **Morning 9am -12.00, Afternoon: 12.00-3.00pm**

Sessions	Laugh 'N' Learn Nursery	Laugh 'N' Learn Preschool
Hourly rate	£ 8	£5.50
Half day	£24	£16.50
1. 9.00-12.00		
2. 12.00-3.00	£24	£16.50
Full day	£48	£33

Parents are required to book any additional sessions **one week** in advance to ensure child:adult ratios are maintained. If childcare needs to be booked on the day, it may not be accommodated due to statutory ratios.

Parents will not be required to pay any fee as a condition of taking up funded hours provision.

➤ **Deposit.**

Parents will be required to give a refundable deposit of £50 cash or cheque to ensure that the reserved place is taken up in Laugh 'N' learn Nursery and Laugh 'N' learn Preschool.

Deposits will be repaid in full after **one month** to parents who take up a reserved place.

Deposits will not be repaid to parents who fail to take up a reserved place without providing **one month's notice**.

Parents experiencing problems funding a deposit can speak to the Headteacher to discuss the possibility of alternative arrangements.

Parents will be made aware of when their deposit will be refunded and the circumstances in which the nursery or preschool will be obliged to refund the deposit.

➤ **Free provision eligibility for disadvantaged two-year-olds**

Parents of two-year-olds are eligible for 15 hours of free Early Years provision if they claim certain benefits. Please contact the **Worcestershire Council Nursery Education Funding** or your Local Council to check your eligibility.

Parents can use the free early education and childcare allowance from the term following the child's second birthday.

Laugh 'N' Learn Nursery requires parents to complete a **Free childcare entitlements parental declaration form**.

➤ **Universal entitlement for three- and four-year-olds**

Laugh 'N' Learn Preschool offer the funded 570 hours free childcare for three- and four-year olds over 38 weeks of the year, between the hours of 9am and 3pm. These hours are usually taken as 15 hours a week.

'15 hours' free childcare is available from the term following a child's third birthday.

Laugh 'N' Learn Preschool, requires parents to complete a **Free childcare entitlements parental declaration form**.

➤ **Working parent/s entitlements**

➤ Eligibility

Parent/s will be eligible to claim the working parent entitlement if their child has attained the relevant age, is under the compulsory school age, and the parents

- Are seeking the free childcare to enable them to work.
- Are in qualifying paid work and earn the equivalent of 16 hours at the national minimum wage rate over the forthcoming quarter.

If 'you're not currently working, you may still be eligible if your partner is working, and you are on carer's leave or if you are claiming certain benefits.

Please contact the **Worcestershire Council Nursery Education Funding** or your Local Council to check your eligibility.

- **Children aged between 9 and 23 months old**

Working parent/s of children aged between 9 and 23 months old will be eligible to access up to 15 hours of provision. This entitlement will be further expanded to 30 hours from September 2025.

- **Two-year-olds**

Working parent/s of two-year-olds will be able to access up to 15 hours of free early education and care per week from the term after their child's birthday – this cannot be combined with the entitlement for families receiving some additional forms of support.

- **Three- and four-year-olds**

Provided that the eligibility criteria are met, children of working parent/s' of three- and four-years-old will be entitled to the 30-hour entitlement. The working parent/s entitlement takes account of the universal entitlement and offers eligible parents an additional 15 hours of early years provision per week to allow working parent/s to access the 30- hour entitlement.

If parents cease to meet the eligibility criteria for the working parent/s entitlements upon reconfirmation, a place will continue to be funded for the child for a limited 'grace period'. The grace period ensures that children don't lose their childcare place immediately if their parents' circumstances change, such as job loss. It starts when a parent is no longer eligible for the 30-hour entitlement, usually after a recheck or if they don't reconfirm their eligibility on time. The grace period has a specific end date, which will be communicated to parents when they are rechecked and is decided by the LA.

➤ Costs and charges.

- **Formula**

Laugh 'N' Learn Nursery requires parents to provide their own formula and sterilised bottles.

If your child attends nursery without required formula or bottles, parents will be asked to return to nursery to provide their child with formula and bottles.

- **Snacks and lunch**

Laugh 'N' Learn Nursery

There is provision for lunch to be provided on site at Laugh 'N' Learn Nursery through the catering company linked to the school. Food can be ordered through the Arbor app a week in advance at a cost of £2.70. However, if you wish, you may provide packed lunches. If your child attends Laugh 'N' Learn Nursery without lunch, parents will be asked to return to Nursery with lunch. If they are unable to do so or choose not to, this will incur a charge of;

- **£2.50 lunch per day**

Parents that attend Laugh 'N' Learn Nursery need to provide snacks for their child. If your child attends Laugh 'N' Learn Nursery without snack, parents will be asked to return with snacks. If they are unable to do so or choose not to, this will incur a charge of;

- **£1.50 per snack per day.**

- **Nappies and Wipes**

Parents must provide their child with their own nappies and wipes.

- If your child attends Laugh 'N' learn Nursery or Laugh 'N' Preschool without nappies or wipes, parents will be asked to return to nursery/ preschool with nappies and wipes. If they are unable to do so or choose not to, this will incur a charge of;
- **£3 per day**

- **Trips and enrichment opportunities**

Laugh 'N' Nursery and Laugh 'N' Learn Preschool may seek voluntary contributions for activities such as cooking, some art activities, visitors in school and visits off the school or nursery site.

Parents will be informed that the following will apply:

- Such contributions are voluntary
- All children will be treated equally, whether parents have contributed or not
- An activity may not take place if there is insufficient financial support.

Children whose parents/carers receive income support, working families tax credit, job seekers allowance or disabled persons tax credit may be entitled to remissions of contributions.

The Headteacher and governors will consider sympathetically parents' requests for help with contributions and will do their best to remit those they feel able to from the Pupil Premium budget (i.e. any child that attracts this funding) or from charitable funds (for pupils that do not attract pupil premium funding).

Any discussions with parents about the remission of contribution or decisions made, will be confidential.

- **Calculating Charges**

When charges are made for an activity they will be based on the actual costs incurred, divided by the total number of children participating. There will be no additional levy to support those who can't or won't pay. The principle of best value will be applied when planning activities that incur costs to the nursery or preschool and/or charges to parents.

➤ **Laugh ‘N’ Learn Nursery Breakfast club and Laugh ‘N’ learn Nursery Wrap Around Club (WAC)**

Your child must be booked with a **weeks’ notice** into Laugh ‘N’ Learn Breakfast club and WAC so we are staffed in accordance to statutory ratios. Laugh ‘N’ Learn Nursery can only provide Breakfast club and WAC if there are enough children attending the session for this to be viable and sessions may be cancelled if there is insufficient demand.

➤ **Laugh ‘N’ Learn Nursery Breakfast club.**

If you would like your child to attend Laugh ‘N’ Learn Breakfast club this will be at an additional cost. Breakfast is provided and is included in the cost.

Breakfast club at Laugh ‘N’ Learn Nursery will run from 8.00am to 9am

- **Charges for Laugh ‘N’ Learn Nursery breakfast club is;**

- £6 per session (toast/cereal/fruit)

➤ **Laugh ‘N’ Learn Nursery Wrap Around Club (WAC)**

If you would like your child to attend Laugh ‘N’ Learn Nursery WAC (afterschool care) this will be at an additional cost. Parents can also choose to provide afternoon snacks for their own child to be eaten in these sessions, however the cost will remain the same.

Laugh ‘N’ learn Nursery WAC runs from 3.00pm to 5.30pm

- **Charges for Laugh ‘N’ Learn Nursery WAC club**

- Please see below for costing options.
- Optional paid snack will be fruit, crackers, cheese and biscuits.

Please speak to the office for further information on breakfast club and wrap around care and charges for these sessions.

Breakfast Club (breakfast will not be provided after 8.30)	WAC
Option 1: 8.00am -9.00 £6	Option 1: 3:00pm - 4pm - £8
Option 2: 8.30-9.00 £3	Option 2: 3:00pm – 5.30pm - £12.50 (includes snack)

(Please note that booked places are non-refundable unless cancelled with the school office, cancellations need to be made with the school office via email office@broadway.worcs.sch.uk) at least 48hrs before to ensure you are not charged.)

****Charges will be reviewed annually and may be subject to change.**

➤ **Payment information**

Payments will be invoiced monthly in arrears for all non-statutory sessions and fees that parents have incurred for their child.

Payments will be made online.

Payments for booked/ non-funded places will be required when a child is on holiday or absent due to illness, as the nursery and preschool must hold the child's place during this period.

If a child is absent for a long period due to illness, the Nursery and Preschool will decide on a case-by-case basis as to whether fees will need to be paid for the period. Laugh 'N' Learn Nursery and Laugh 'N' Learn Preschool decision is final.

One month's notice and payment will be required to withdraw your child from the nursery and preschool. If you choose to withdraw without sufficient notice, you may be charged.

➤ **Late collection**

If your child needs to attend the WAC due to late collection, this will incur cost of this session.

If there is no WAC provision on that day and your child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost which will be passed on to the parents at the WAC cost.

These costs may be waived in exceptional circumstances at the discretion of the headteacher/practitioner.

➤ **Difficulty with payments**

Laugh 'N' Learn Nursery and Laugh 'N' Learn Preschool will work with parents to ensure all avenues for assistance with payments are explored.

We understand that parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties will contact the Headteacher as early as possible, to reach a suitable arrangement for both parties.

➤ **Debt collection**

The governors will have a duty to ensure the Nursery and Preschool receives all the funds to which it is entitled.

If there is a payment debt of 1 month in arrears, your child will not be able to attend any additional sessions that incur further charges until the outstanding debt has been paid, including breakfast club and WAC care.

A full record will be kept of debts owed to the Nursery and Preschool for seven years. This will include all letters requesting money, reminders and invoices.

Laugh 'N' Learn Nursery and Laugh 'N' Learn Preschool will refer uncollected debts to the Local Authority to consider actions to be taken.

All debts will be handled on a case by case debt recovery plan.

➤ **Roles and responsibilities regarding debt collection**

The Headteacher and business manager will ensure that:

- Letters requesting money are accurately recorded and well-maintained.

- Evidence of the steps taken by the nursery and preschool in pursuance of debt is recorded including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery or by email to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

The governors will:

- Prescribe and regularly review the arrangements for debt recovery.
- At its discretion, refer uncollected debts to the Local Authority for consideration for legal action.
- Record all approved action in the minutes of the relevant meeting.
- Adhere to privacy arrangements.
- At its discretion, delegate its responsibilities under this policy to a suitable individual.

➤ **The process for pursuing debts**

The following procedure will be followed with regard to pursuing debts:

Reminders will be sent by letter and email.

Informal reminder – Within **one** week of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the nursery or preschool.

First formal reminder– If the debt is yet to be paid **one week** after an informal reminder, a first formal reminder will be sent to the debtor.

Second formal reminder – If the debt is yet to be paid **one week** after a first formal reminder, a second formal reminder will be sent to the debtor. These reminders allow the debtor every opportunity to settle their debt and ensure the nursery or preschool can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder – If no response is received following the second reminder, the nursery or preschool will send a letter and email to the debtor advising parents on the procedures to be taken to resolve the debt incurred. This action will be decided by the headteacher and governors in liaison with the parents in a debt recovery plan.

If there is significant outstanding debt that has not been resolved in the recovery plan, the matter will be referred to the **Local Authority** to consider legal action. This letter will be sent by post and email and recorded delivery to ensure the debtor has had every chance to respond.

If the debt has not been paid for a month, your child will not be able to access any additional charged sessions, breakfast club or WAC care.

Possible legal action – If no payment is made, and the governors decide to escalate the matter to the **Authority, who** will decide whether to take legal action against the debtor.

Where reference is made to sending emails these will only be required where the parents have provided a valid email address

Monitoring and review

This policy will be reviewed on an **annual** basis by the lead practitioner and business manager in conjunction with the governing board.

The next scheduled review date will be September 2026.

Date policy last reviewed: _____

Signed by:

_____ Lead practitioner

Date: _____

_____ Chair of governors

Date: _____