



We **live love learn** together!

2024|2025

Nursery Fees Policy

tca presents its Nursery Fees arrangements and guidance for staff, children and parents/carers.

Address: **Head Office: tca** - The Childcare Academy.
 G8a Shipwright's House
 Queens Dock Business Centre
 67-83 Norfolk Street
 Liverpool, L1 0BG.

Contact: 0151 318 7399

Email: Tammy@thechildcareacademy.co.uk

Web: <https://thechildcareacademy.co.uk>

Booking a deposit

Once you have been offered a place at the nursery, you will be required to sign a contract and registration forms and pay a full month deposit to secure a place for your child.

The full daily nursery fee is £65. Half day sessions are £39 and run from 8am-12.45 pm and 1.00pm- 6.00pm.

The nursery is open 51 weeks and is closed for the Christmas period (1 week, which we do not charge for) and Bank holidays which is chargeable.

All fees are due, and payable, one full month in advance by Direct Debit on the 1st of each calendar month, payable to:

Account Name: The Childcare Academy Limited
Account Number: 22982108
Sort Code: 60-05-07

Our fees are calculated using the following formula:

$\text{£65.00} \times (\text{amount of sessions per attended per week}) \times 51 (\text{weeks}) \div 12(\text{months})$

Non-attendance, sickness & Holidays

Fees are payable during periods of sickness, family holidays and bank holidays.

Outstanding Fees

As per the contract payments must be made in full and in advance.

Parents/carers will be issued with a reminder invoice, statement of fees and a letter asking payment to be made within 7 days of the date of the letter.

Failure to do so will result in a second letter issued, informing parents/carers not to bring their child into nursery until the outstanding balance is paid in full.

In the instance that payment is in arrears after receiving 2 reminder letters, the child's placement at **tca** will be terminated and the outstanding balance will be referred to a debt collection agency.

Government Funded Hours (Stretched Funding)

Government childcare funding is provided for 38 weeks per year (term time only). As our nursery is open for 51 weeks of the year, we must stretch the funded hours across these 51 weeks so that funding can be applied evenly throughout the year.

This means the weekly funded hours shown on your invoice will be calculated as follows:

30-hour funding = 22.34 funded hours per week deducted from your invoice

15-hour funding = 11.18 funded hours per week deducted from your invoice

Any hours attended above the stretched funded entitlement will be charged at our standard hourly rate.

Parent Responsibilities

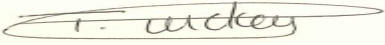
To receive funded hours, parents must:

Apply for their working parent funding code through HMRC.

Ensure the funding code is valid and reconfirmed before the deadline for each term.

Complete and sign the nursery Funding Declaration Form each term.

Failure to provide a valid funding code and completed declaration by the required deadline will result in full fees being charged until all documentation is received and verified. Funding cannot be backdated for missed deadlines

| This policy was adopted on | Signed on behalf of the nursery | Last reviewed on | Date due for next review |
|-----------------------------------|---|-------------------------|---------------------------------|
| <i>January 2021</i> |  | <i>April 2025</i> | <i>April 2026</i> |