



## Terms and conditions

Honeycroft is a registered childcare provider on non-domestic premises on the Early Years Register. We comply with the requirements for the Early Years Register set out in the Statutory Framework for the Early Years Foundation Stage. All places are subject to availability, taking into account staff/child ratios, the age of the child and space requirements. We operate an equal access policy and all children regardless of nationality, religion, culture, race, gender, physical ability or disability, health or social class are welcome.

- A £30 registration fee is required to secure a place. This amount is a one off non-refundable fee which cannot be returned, including cancellation of booking before the start date.
- A Registration Form, Tapestry Online Agreement Form, Parent Contract and EYFE Parent Declaration Form (if appropriate) must be completed before the start date along with a photocopy of your child's birth certificate.
- Places are for 52 weeks of the year and all booked sessions are payable regardless of whether your child attends or not.
- An invoice for payment is raised at the start of each month and is payable on the 23 of the month. Some months will cover either a 4 or 5 week period and this will be reflected in the invoice. All booked services are itemised and invoices include any outstanding fees.
- One month's notice is required to change any booked sessions, using a Changes to Booked Sessions Form and fees are still payable until the agreed change has been made.
- Any extra one off sessions or additional hours can be booked and paid for on the same day.
- The centre is closed for two weeks at the end of August & between Christmas and New Year. During this time no fees are charged, however, the centre is also closed for all Bank Holidays which are still chargeable. In addition, the nursery is closed for one week in February (Spring Half term) for staff training and spring cleaning. If childcare is required during this week then parents can book their child/ren into one of our Holiday Clubs. Holiday Club fees apply and this week cannot be included in the EYFE allocated hours.
- Fees are due for all other absences. All booked sessions must be paid for even if your child is absent through illness, holidays or any other reason.
- Fees are reviewed annually by the trustees and any increases advertised at least one term in advance. Fee rates change on the term after your child's birthday.
- The cost of a two course lunch is added to all sessions during lunch time (12pm to 1pm).
- Employer Childcare Voucher Schemes—accounts will only be credited upon receipt of a remittance advice of the BACS transfer or a paper voucher.
- No arrears are permitted. Honeycroft reserves the right to withdraw childcare service and terminate the booking if fees are not paid regularly and cleared at the end of each term.
- Honeycroft reserves the right to terminate a booking with or without notice for non-payment of fees, misconduct of parents, or other, as deemed reasonable by Honeycroft's trustees.

## How to pay

Invoices are issued at the start of each calendar monthly. You can pay your fees by bank transfer, cheque, cash or childcare vouchers. All payments should be received by the 23rd of each month.

## **Bank Transfer**

One of the easiest ways to make and track payments. The information you need to make a transfer are as follows;

Unity Trust Bank                                      Account name: Honeycroft

Account number: 2018 5662                      Sort Code: 60-83-01

Reference: please use your child's name

Honeycroft does not accept responsibility for any payments not being credited to our bank account, please ensure you clearly reference your payments using your child's name. If we cannot identify who has made the payment your child's account will not be credited.

## **Cheques and Cash**

You can pay at drop off or pick up directly to your Service Manager. Please ensure your receipt is correct and kept as proof of payment should it be required.

## **Childcare Vouchers – Salary Sacrifice Schemes**

We accept a variety of childcare vouchers and will happily register with any new ones if need be. If you wish to pay with vouchers, please ask your employer which provider they use then contact us for our account details with that particular provider.

Please be aware that salary sacrifice may affect your entitlement to tax credits. You can calculate if you will be better or worse off for doing so by using the HMRC calculator.

<https://www.gov.uk/guidance/hmrc-tools-and-calculators>

## **Tax-Free Childcare**

Parents can open a new childcare account. For every £8 a parent pays into their childcare account, the government will pay in an extra £2. Parents can get up to £2,000 government support per child per year towards their childcare costs. They can then use this money to pay their childcare provider. Parents can use Tax-Free Childcare alongside the 15 and 30 hours free childcare schemes but can't use Tax-Free Childcare at the same time as they receive childcare vouchers, Universal Credit or tax credits.