



Fees Policy

Policy Statement

This policy aims to ensure clear guidance is given on when fees are due and how much will be due. To outline the procedure should fees become overdue.

Funding

The Universal Early years funding is currently available for 570 hours an academic year, the equivalent of 15 hours a week 38 weeks a year from the term after a child's third birthday. The "term" dates have cut off points as follows: Birthdays must be before 31st December for funding in the spring term, 31st March for funding in the summer term, 31st August for funding in the autumn term. Alternatively the funding may be stretched over the whole year (approx. 11 hours a week).

570 hours of Two Year old funding is available for families on very low income. Evidence of the award is required before a child can start and also evidence of Date of birth and Name.

1140 hours of funding from the term after a child turns nine months is available where both parents(one if a single parent family)are working the equivalent of 16 hours per week at minimum wage.

Early Years Funding is available for places where a parent/guardian has filled in a claim form and provided proof of Date of Birth for the child. A child may attend a preschool/ preschools for more sessions but the balance of fees due will be payable to the provider.

We accept funding to pay for any of the sessions we offer at our nurseries.

Private Fees

Private fees are due for any sessions or childcare over and above the EYEF entitlement, 2-year-old funding or working families Funding. A bill will be presented to the parent/ guardian each month to be paid by the end of the month. A parent may opt to use one of our Payment schemes on agreement with the Managers; these include paying monthly and weekly. Payment is encouraged to be by Direct Bank Transfer (BACS).

Tax free childcare

The Exwick Ark is registered to take Tax free (Employer Deducted) Childcare Vouchers with several different schemes and to take Tax free childcare payments. Details of various schemes to help with childcare costs can be found on the government website www.childcarechoices.gov.uk

Shortly before the end of the month and after the due date text messages are sent out to those with outstanding amounts on their accounts.



Late payment procedure

If fees have not been received by the Friday after the end of the month invoiced a text will be sent out asking for the fees due to be paid immediately on return of the child to the nursery. If the child returns to the nursery and the parent has not paid, a letter will be sent home reminding them but also pointing out that the child will not be able to attend any non-funded places. Children will not be able to attend sessions for which we have not received payment or EYEF. Where fees are paid weekly or monthly again after two weeks non-payment a letter may be issued.

Late payment of fees may result in a child's place being withdrawn and offered to someone else. Non-payment of fees will result in a child's place being withdrawn and offered to someone else.

Parents /carers are asked to sign a contract committing to pay fees due to the Exwick Ark.

Payments and notice periods

5 working weeks of notice needs to be given of a child leaving to give us a chance to fill the place. We reserve the right to charge the remainder of the five weeks fees if less than 5 working weeks of notice is given.

The prospectus will be clear on how much fees are currently. Current fees are also displayed on the website.

Fees can be paid by BACS, Childcare Voucher or Standing Order made payable to the Exwick Ark Limited. A receipt will be added to Famly detailing Payments made. A statement of account is available on Famly.

Fees are payable for all sessions booked for the period of the invoice regardless of whether the child attends those sessions. If a child is off long term sick then it is at the manager's discretion whether to charge fees. If a child is in hospital fees are waived. At the Out of School Club (Exeter) fees are waived if 24 hours' notice is given.

In Exeter only fees are due during a booked holiday at 50 % of the usual charge as long as at least 5 weeks' notice has been given. Where inadequate notice has been given there will be the full charge for sessions whilst a child is on holiday.

Late collection of a child at the end of the nursery day will usually incur a charge of £25 for the first 15 minutes and £10 for every 15 minutes (or part of) after this. This is to cover costs incurred paying staff to stay beyond their usual working hours. See

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Collection Policy for further details. Late collection of a child during the nursery day will incur a charge as above unless a parent has called to agree the child can stay later than usual. If a child staying later than usual means that another member of staff is needed then the parent will be charged £25 for the first 15 mins and £10 for every 15 mins (or part of) after that.