



## LITTLE SERC FEES POLICY 2025-2026

**Policy Number:**  
083-2025

**Academic Year:**  
2025/2026

**Target Audience:**  
All Staff

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Little SERC Fees Policy

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### Enquiries

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### Review Information:

First Created: October 2025

Last Reviewed: n/a

Next Review: October 2026

### Change Type at last Review:

No/Minor/ Significant (delete as appropriate)

### Approval/Noting By:

CMT: 22 October 2025

Lead GB Committee: Finance & Staffing

Governing Body Approval: November 2025

### Related Documents:

Newcastle Creche Payment Process SOP

### Superseded Documents (if applicable):

Little SERC Fees Policy 2023-24 (077-2023)

Little SERC Fees Policy 2024-25 (082-2025)

**Date of Equality of Opportunity and Good Relations Screening (Section 75):** February 2025

**Date of Last Accessibility Screening:**  
October 2025



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## 1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

## **2.0 Purpose**

2.1 The purpose of this policy is to establish guidelines by which fees and charges may be levied for the provision of childcare provision in the College creche, known as 'Little SERC'.

## **3.0 Scope**

3.1 The process of setting fees and charges shall consider all relevant direct costs and overheads and will take into consideration minimum activity requirements, market forces, target market, competitor analysis and other relevant factors such as equality issues and the prevailing economic climate.

3.2 Fees and charges will be reviewed annually.

3.3 Fees apply to the financial year beginning 1 August and ending on 31 July.

## **4.0 Fee Rates**

## **5.0 Payment of Fees**

5.1 Details of methods of payment are in the Payment of Fees Schedule (Appendix B).

5.2 Exceptions to the arrangements for the payment of fees will be considered only in very extraordinary circumstances with the advance authorisation of the Head of Finance.

## **6.0 Responsible Owner**

6.1 It is the responsibility of the Head of Learner Welfare to ensure that this policy is implemented, adhered to and reviewed.

## **7.0 Communication Plan**

7.1 This Policy will be communicated to staff via the Learning Engine and made available to any customer upon request.

7.2 This document can be made available in alternative formats upon request.

## **8.0 Review**

8.1 This Policy will be reviewed annually, or when the need for change has been identified.

## Appendix 1: Document Change History

<b>Version</b>	<b>Date</b>	<b>Change Detail</b>
1.0	September 23	Transferred to New Accessibility Template
1.1	January 25	New section added at Appendix 2: Provision of childcare for cost recovery/partnership programmes  Responsible Owner updated to Head of Learner Welfare
1.2	October 2025	Reviewed 5.2 Financial Controller updated to Head of Finance

## APPENDIX 2 – FEES SCHEDULE 2025-26

### Students studying at SERC

The fees for the care of children of students attending SERC courses are detailed in the table below.

Creche Session	Session Hours	Fee
Morning	09:15 – 12:15	£18
Afternoon	13:00 – 16:00	£18

Fees are chargeable on a monthly basis and are still chargeable where the child does not attend.

The fee includes provision of light snacks to the children.

The fee does not include (and not limited to):

- Spare clothes
- Nappies
- Wipes / cotton wool
- Nappy sacks
- Medicated cream
- Temperature control medication
- Teething gel
- Formula milk and bottles

Such items must be provided by the person with parental responsibility. A full list of required items will be provided by the Creche Manager.

### Retainer fees

Retainer fees can apply for holiday periods in situations where students are progressing to the second or third year of a two or three year course. This will ensure that the place remains available for the child/children while the parent progresses to the next year of their programme. Retainer fees will not apply where a student commences a new programme following the completion of a previous programme during which time they availed of the services of Little SERC.

### Late Collection Fee

Fees will be chargeable for the late collection of children after their session has been completed.

The fee is £5.00 for each 15-minutes after the session completion time.

### Provision of childcare for cost recovery/partnership programmes

In these situations details of the required service are to be identified and used as a basis to determine an appropriate fee to reflect the cost of the required service and the objectives of the programme. In each case the Creche Manager will prepare a business case for approval by CMT.

## **APPENDIX 3 – PAYMENT OF FEES**

### **1. General Information**

The payment of fees is the responsibility of the student who is availing of the services of Little SERC. This responsibility remains with the student even with external funding of fees.

SERC accepts cheque (made payable to South Eastern Regional College or SERC), credit/debit card or other payment method approved by the College.

Receipts must be retained and may be required as evidence of payment.

Students must be aware of their liability for fees before availing of the Creche services.

Non-payment of fees will result in sanctions being imposed as detailed within the Terms and Conditions and the Little SERC Parents' Handbook. Students must sign the Terms and Conditions of the Creche that confirm acceptance of liability.

### **2. Payment Terms**

Fees are chargeable on a monthly basis.

The College will issue a monthly invoice to student for pre-booked sessions.

Payment must be made to the College within 28 days of receipt of invoice.

### **3. Third Party Funding**

Students may be eligible for assistance towards the cost of childcare fees from third party sources, including Care to Learn Scheme, Further Education Grants, and the Student Support Fund.

Eligibility for assistance is determined by age, financial situation, and previous study. The Student Finance Team will assist students with potential external funding.

Where a student has received notification of third-party funding assistance, the student must submit their award letter to the Creche Manager.

The College will directly invoice the third-party funder.

The amount of the funding will be deducted from the total fee and if a balance remains this will be invoiced to student as per section 2 (Payment Terms).

If the student receives backdated funding, the College will refund the amount already paid by the student.

In all instances the student is responsible for the payment of the total fee (for example, if attendance is below the funder's requirements).

The College will not refund to the student any fees paid on their behalf by a third party.

#### **4. Additional Charges**

Additional charges, such as late collection fee, will be invoiced to student.

This invoice is payable upon receipt.

#### **5. Notice Period**

The student may be liable for the childcare costs incurred in the 4-week notice period of termination of contract.