



*New Beginnings,
Endless possibilities*

Nursery Charging Policy

Date Agreed by Governors: 30/03/22

_____ (Chair of Governors)

Date for Review: September 2022

Nursery Charging Policy from September 1st April 2022

Nursery Childcare is available 8.00am to 5.45pm (charges apply). The nursery is open termtime only, and is closed for teacher training days.

FREE Funded places

Children are entitled to a FREE Government funded place for 15 hours per week from the term after their third birthday. Normally the funded sessions are available from 9am until 12.00pm or 12.30pm until 3.30pm, Monday to Friday, however, we can offer flexibility to claim the funded hours between 8.00am and 5.45pm subject to availability of places (and Covid19 current guidance or restrictions).

FREE 30 hour funded places

The Government provides free 30 hour placements for families where both parents work and earn a minimum amount (criteria apply). To access this funding you need to apply **before each term starts** and you need to obtain a tax code from HMRC. Please enquire with the school office if you wish to access the 30 hour free entitlement. If your child stays across lunchtime you will need to either purchase a hot meal at £2.25 per day or provide a packed lunch. If you join Nursery and you have not received a code in advance or have registered elsewhere, the normal charges will apply until funding can be accessed for the following term.

The entitlement is offered free (15 hours and 30 hours where applicable). Government funding does not cover the cost of meals, consumables, additional hours or services. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority (Government) and the current hourly rate.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

The three cut-off dates for the end of a school term are:

31st August - for birthdays from 1st April to 31st August, funding begins in September.

31st December - for birthdays from 1st September to 31st December, funding begins in January.

31st March - for birthdays from 1st January to 31st March, funding begins in April.

Admission to Nursery

The Admission Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum the family is eligible for, subject to availability and Covid19 current guidance) - Mon - Fri 9.00am -3.30pm subject to available places.

Starting nursery before funding is available

Your child may be able to start nursery following their third birthday if a place is available. This means he or she may start in the term in which they turn three years old, e.g. if your child is three on 21st November 2021, she or he may start in on a date following their birthday in November 2021, rather than waiting for January's funding. Nursery charges will apply until funding becomes available. Places are limited.

Times and Prices**Entitled to 30 hours?**

Monday to Friday – Term Time ONLY

- 9.00am-3.30pm

Free lunchtime provision: A packed lunch can be brought in, or a hot lunch purchased for £2.25

Additional Wrap Around 'The Hive' Care (for those entitled to 30hrs)

- Early Start
 - 8am-3.30pm **Special Offer** £2 (Breakfast is provided, a packed lunch can be brought in or a hot lunch purchased)
 - 8am-5.00pm £8 (Breakfast/Lunch as above, drinks/snacks provided within club after school)
 - 8am-5.45pm **Special Offer** £10 (Breakfast/Lunch as above, drinks/snacks provided within club after school)
- Standard Start
 - 9.00am-5.00pm £6 (A packed lunch can be brought in or a hot lunch purchased, drinks/snacks provided within club after school)
 - 9.00am-5.45pm £10 (as above)

Entitled to 15 hours?

Monday to Friday – Term Time ONLY

Pick a session:

- AMs: 9.00am-12.00pm
- PMs: 12.30pm-3.30pm

Additional Wrap Around 'The Hive' Care (for those entitled to 15hrs)

- Early Start
 - 8am-9am £2 (Breakfast is provided)
- Lunch needed
 - 12.00pm - 12.30pm £2 (a packed lunch can be brought in, or a hot lunch purchased for additional £2.25)
- Additional Session needed
 - 9am-12.00pm £13.50
 - 12.30pm-3.30pm £13.50
- Later Finish
 - 3.30pm-5.00pm £6 (drinks/snacks in club)
 - 3.30pm-5.45pm £10 (as above)
- Enhanced Wrap Around (entitled to 15hrs)
 - 8am-5.45pm £25.50 **Special Offer** 'Free Lunch Time Supervision' (breakfast provided, a packed lunch can be brought in, or a hot lunch purchased for an additional £2.25, drinks/snack provided within afterschool club)

Parents can receive financial support to help with wrap around childcare costs. For more information on saving money on childcare see:

<https://www.childcarechoices.gov.uk/>

Additional costs

Occasionally, we may ask for a voluntary contribution to cover trips out or visiting theatre companies.

Notice of increase in fees

If we need to increase prices, we will give notice of one month.

Trial sessions

Should you wish to book for your child to have a trial session, please do so at the office. The first morning nursery session is free but any further trial sessions you might wish to take will be chargeable if your child is not yet eligible for funding.

Booking

Please apply for a place by contacting the school office on 01676 233105 .

Places must be booked in advance to ensure adequate staffing levels.

Payment terms

Payment must be made per month. No deposit is charged.

All families will be issued an invoice monthly. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in this policy. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Detailed receipts will be issued for all cash and cheque payments.

Cancellation policy/illness

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

Unavoidable closure of school

The school policy and procedures apply. Nursery is closed for the main school holidays and training days and there is no charge on these days. Should school be closed for reasons beyond our control, you will not be charged for the sessions affected.

Notice period

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being four full weeks. Any payment that has been made for a place within your full four-week notice will not be refunded and further payment will be required to complete your commitment to the end of the four-week period.

Late payment fees/debt collection policy

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to a third party Company for recovery.

Late collection of children policy

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. If you are regularly late there will be additional charges (even if you are only accessing the funded hours) and your place may be withdrawn if there is a waiting list.

Additional Funding

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This additional funding is used for additional support to meet need and is not contributory to session costs.

Complaints Policy

Our Complaints Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this policy and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Chair of Governors.

This policy has **been** written with regard to the DFE Guidance:

Early Education and Childcare Statutory Guidance for Local Authorities - June 2020

Early years Entitlements: Operational Guidance For Local Authorities and Providers – November 2021