

**St. George's Primary
& Nursery School**



**Nursery
Charging Policy**

Date Agreed by Governors: 2/10/18

[Signature] Vice (Chair of Governors)

Date for Review: Summer 2019

Nursery Charging Policy 2018-19

Nursery Childcare is available 7.45am to 4.30pm (charges apply). The nursery is open term time only, and is closed for teacher training days. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

FREE Funded places

Children are entitled to a FREE funded place for 15 hours per week from the term after their third birthday. Funded sessions are available from 8.40am until 11.40am or 11.55am until 2.55pm, Monday to Friday.

FREE 30 hour funded places

From September 2017 the Government have provided 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 purchase a hot meal at £3 per day or provide a packed lunch (only available for children staying for whole days) and there will be a £1 charge for additional lunchtime childcare 11.40-11.55am. 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). Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority 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) - Mon - Fri 8.40am - 11.40am and 11.55am to 2.55pm

Starting nursery before funding is available

Your child may start nursery when he or she is 'rising three,' 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 2018, she or he may start in September 2018. We will apply for funding for your child as a rising three but if this is unavailable normal nursery charges will apply until funding becomes available. If places become limited, priority will be given to children eligible for funding.

Unfunded childcare hours - times and prices

Morning session	8.40am - 11.40am	£11 each session Monday to Friday
Afternoon session	11.55am - 2.55pm	£11 each session Monday to Friday
Breakfast club	7.45am to 8.45am	£3 including breakfast
Lunch club	11.40-11.55am	£3 including lunch or £1 and provide a packed lunch (only available for full days 8.40-2.55pm)
Dragons care	2.55-4.30pm	£3 including tea for first 3 days then following 2 days are charged at £7 per day.

Flexible 15 hour funding is available if spaces allow 8.40-11.40am and then 11.55-2.55pm. Children can stay for lunch club at a cost (which is not part of the funded hours). If you wish to have flexible hours this needs to be requested through the Head Teacher who will meet with you to discuss your requirements. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

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 sessions will be chargeable if your child is not yet eligible for funding.

Booking

Please apply for a place by contacting the school office on 01493 843476. Places must be booked in advance to ensure adequate staffing levels.

Payment terms

Payment must be made in advance, for 3 weeks and no deposit is charged. All families will be issued an invoice 3 weekly in advance unless the balance equals zero. 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. 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 three full weeks. Any payment that has been made for a place within your full three week notice will not be refunded and further payment will be required to complete your commitment to the end of the three 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 the Local Authority Credit Control Department 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 2018

Early years Entitlements: Operational Guidance For Local Authorities and Providers - June 2018