

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



**Nursery  
Charging Policy**

**Date Agreed by Governors: 18/10/19**

*Haylan* (Chair of Governors)

**Date for Review: Summer 2020**

## **Nursery Charging Policy from September 1<sup>st</sup> 2019**

**Nursery Childcare is available 7.45am to 3.15pm (charges apply).** The nursery is open term time 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 8.45am until 11.45am or 11.45am until 2.45pm, Monday to Friday, however, we can offer flexibility to claim the funded hours between 7.45am and 3.15pm subject to availability of places.

### **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 either purchase a hot meal at £2.10 per day or provide a packed lunch (only available for children staying for whole days). 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:**

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

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

31<sup>st</sup> March - for birthdays from 1<sup>st</sup> January to 31<sup>st</sup> 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 7.45am - 3.15pm subject to available places.

**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 21<sup>st</sup> November 2019, she or he may start in September 2019. 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	8.45am - 11.45am	£12 each session Monday to Friday
Afternoon session	11.45am - 2.45pm	£12 each session Monday to Friday
Breakfast club	7.45am to 8.45am	£1.60 including breakfast
Nursery Extra	2.45pm- 3.15pm	£2 for the half hour or part of

**Flexible 15 hour funding is available** if spaces allow 7.45-11.45am and then 11.45-3.15pm. Children can have a hot lunch at a cost of £2.10 per day (which is not part of the funded hours) or provide their own packed lunch. 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 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 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 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 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