

Nursery Charging Policy



January 2020

Implementation date: January 2020

Funded Places

All children are entitled to up to 15 hours of funded universal nursery provision following their third birthday.

Some children will also be entitled to an extended entitlement of an additional 15 hours of funded nursery provision. The additional 15 hours of funded childcare is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent works the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. To find out if you are eligible for the new extended funding please go to: <https://www.childcarechoices.gov.uk/>

Funded sessions are available mornings, 8:50 - 11:50am, or full days 8:50am - 3:15pm, Monday to Friday. The nursery is open term time only and is closed for teacher training days.

You can buy extra sessions too. If you are using all your universal 15 hours and are not entitled to the extended 15 hours, then you can buy sessions. These are payable in advance and are £3.65 per hour. The school office will organise this for you. Please note that extra sessions are only available if the nursery is not full. Termly sessions need to be booked each half term so that new children joining us are not disadvantaged.

Funding is available as follows:

For a child born 1st April to 31st August, funding begins in September.

For a child born 1st September to 31st December, funding begins in January.

For a child born 1st January to 31st March, funding begins in April.

Lunch Time

Lunch is from midday to 1:15pm each day. You can either provide your child with a packed lunch or they can select from a choice of four lunches provided by the school, which currently costs £2.30 and would need to be ordered the week before through a WisePay account. Please speak to the office if you would like us to set you up with an account.

Notice of Increase of Fees

If we need to increase prices we will give a full half term's notice.

Payment Terms

Payments must be made monthly. All outstanding payments must be settled by the end of each calendar month. If payment has not been received within one month of the date of the invoice then the child's chargeable sessions at nursery will be terminated.

Payment Methods

The easiest way to pay is direct to our bank account.

Cancellation Policy / Illness

Once you have booked any additional paid for sessions, you are obliged to pay, even if your child does not attend for any reason including illness and holidays. You do not have to pay for funded places if your child does not attend.

Unavoidable Closure of the School

Should the school be closed for reasons beyond our control you will not be charged for any sessions affected.

Notice Period

If for any reason, you would like to withdraw your children from our nursery, we ask that parents give as much notice as possible with the minimum being one month. Any payment that has been made for a place within the notice period will not be refunded and further payment will be required to complete your commitment to the end of the notice period.

Late Payment/Debt Collection Policy

In cases where payment is late without prior agreement your child's place will be terminated for chargeable sessions. Your child will still be able to attend any funded sessions that they are entitled to. If payments are not recovered in accordance with our Bad Debt policy any outstanding debts will be forwarded to the Local Authority Credit Control Department for recovery.

Voluntary Contributions

There are occasions in the school year when an activity or visit may be planned to enhance the curriculum delivery. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary and do not exceed the cost of the trip. If a parent wishes for their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution the child will still participate fully in the trip or activity. The cost may be subsidised by a contribution from the PTA. If the school receives insufficient contributions from parents and there is no funding available from the School Fund or PTA the trip or activity may be cancelled.

Approved by governors November 2019