



## SCARTHO NURSERY SCHOOL

### NURSERY CHARGING POLICY

#### **INTRODUCTION**

Scarcho Nursery School is a Local Authority Nursery School. We are committed to providing the highest quality educational experiences for our children. All children are entitled to five 3 hour funded sessions taken flexibly in various combinations of full and part days per week from the term after their third birthday. For parents who qualify, there is an extended entitlement of a further 15 hours each week, term time only. Currently, parents who qualify for the 30 hours free entitlement can choose to take this between 8am and 4.30pm. Additional sessions for children entitled to the universal 15 hours may be available if there are spaces in session however, this cannot be guaranteed.

#### **DELIVERY OF THE 15 HOURS FUNDED UNIVERSAL ENTITLEMENT**

Parents choose sessions which can be a mixture of full and part days subject to availability. The sessions the school offers are:

Morning session 8.45am – 12.15pm      Afternoon session 12.15pm – 3.15pm

Full day (2 sessions) 8.45 am – 3.15 pm, children stay for lunch, costing £2.35

#### **DELIVERY OF THE 30 HOURS FREE UNIVERSAL AND EXTENDED ENTITLEMENT**

Parents can choose the hours they wish to use for their 30 hours entitlement between 7.45am and 4.30pm, term time only subject to availability. These include morning crèche (7.45 -8.45am), morning session (8.45 -11.45pm), afternoon session (12.15-3.15pm), afternoon crèche (3.15-4.30pm). If children stay all day they will have a cooked lunch, costing £2.35. If parents use the afternoon crèche after 4.30pm, this is **not** included in the 30 hours free entitlement and will be required to pay for this time. If parents become no longer eligible for the free 30 hours entitlement they will receive a grace period of 3 months when prompted by HMRC after which they will only be able to claim the 15 hours universal funding. Parents will be charged for any additional sessions above their 15 hour entitlement. Your additional hours and information on the grace periods can be found at [www.childcarechoices.com](http://www.childcarechoices.com)

**If parents do not claim their full entitlement of hours at the beginning of each term they will not be able to increase them during the term without incurring the costs listed below. This is because the local authority funding is allocated on the number of hours requested by parents at the beginning of term.**

#### **ADDITIONAL HOURS – SESSIONS AND CRECHE**

The option of additional sessions for children entitled to 15 hours or 30 hours each week is available, if there are spaces in sessions. Parents are required to pre-book and pay for additional hours, which may be sessions or full days depending on availability. Additional hours during the school day will be offered space permitting, and will be charged as below. These need to be booked at the start of each half term to ensure required staff ratios are met. The school understands that parents may have extenuating circumstances where they need children to be cared for at short notice. The school will endeavour to accommodate these needs if possible.

Crèche hours are 7.45 – 8.45am and 3.15 – 5.30pm. These must be booked in advance but can vary from week to week if spaces are available. Parents who have a regular weekly booking must ensure that they notify the school office of any changes. Any crèche sessions booked but not taken must be paid for unless we have been given notice as stated in the conditions below.

#### **CONDITIONS OF OFFERING ADDITIONAL HOURS/CRECHE AND CHARGING**

- Payments can be paid weekly or half-termly in advance
- Costs for lunches come from the local authority (there is no additional charge for the extra time in school). They are ordered by the school at the beginning of the previous week and all ordered meals must be paid for.
- Parents are required to keep up to date with payments. If money is owed for more than 2 weeks we reserve the right to withdraw additional services (crèche, additional sessions, dinners)
- Parents are asked to contact the school office by 10.30am if their child is absent due to illness to cancel dinners, crèche and any additional sessions. **If they do not then they will be charged.**

- Parents are asked to give 2 weeks' notice to the school office of any pre-booked holidays and appointments so that lunches, crèche and additional sessions can be cancelled. **If this notice is not given the school will require payment in full. (except in an emergency)**

### CHARGING IF ENTITLED TO 15 HRS

Charges for crèche sessions are as follows:

<b>Morning crèche</b>	<b>7.45am - 8.45am -£4.00</b>
<b>Afternoon crèche</b>	<b>3.15pm - 4.30pm -£4.00</b>
	<b>3.15pm - 5.30pm -£10.00</b>

Charges for additional sessions are as follows:

<b>Session in school</b>	<b>£12.00 (3 hours)</b>
--------------------------	-------------------------

Other charges are as follows:

- **Weekly £1 contributions** for snack, party days, visitors and other items to enrich and enhance the curriculum.
- **One off £5 contribution on admission** for a book bag and achievement folder.

**Although these charges apply to all parents they may be waived at the discretion of the headteacher.**

### CHARGING IF ENTITLED TO 30 HRS

Charges for crèche sessions are as follows:

<b>Morning crèche</b>	<b>7.45am - 8.45am = 1 hr entitlement</b>
<b>Afternoon crèche</b>	<b>3.15pm - 4.30pm = 1 hr entitlement</b>
	<b>3.15pm - 5.30pm – charge of £6</b>

Other charges are as follows:

- **Weekly £2 contributions weekly voluntary contribution** for snack, party days, visitors and other items to enrich and enhance the curriculum.
- **One off £5 contribution on admission** for a book bag and achievement folder.

**Although these charges apply to all parents they may be waived at the discretion of the Executive headteacher.**

### Charging Review

There will be an annual review of this policy by the full governing body. All charges will be reviewed at the end of the financial year and any adjustments will be implemented from the start of the Autumn Term, therefore enabling us to give parents/carers enough notice. This policy will be reviewed in October 2020

Signed: Kim Leach Executive Headteacher

Craig Sharpe Chair of Governors

Date: October 2019

Appendix 1

Nursery Contract if claiming universal 15 hours –Terms and Conditions

- Nursery fees are payable either weekly, monthly or half termly in advance on the first day in the week that your child accesses additional sessions. Invoices will be issued in advance.
- If your child is absent through sickness, or you choose to take holidays during term time the fees due during that period will be payable (unless cancelled if unwell by 10.30am on the day- or 2 weeks' notice is given for holidays) in order for the place to be kept open. We do not charge when the Nursery is closed for statutory school holidays, INSET days or unexpected closures i.e. snow days.
- Failure to pay the fees by the due date may result in your child's place being withdrawn and an invoice issued for the outstanding amount.
- Fees may be paid in cash or by cheque made payable to NELC. They should be paid at the office or in a money bag placed in the post box

Mon	Tues	Wed	Thurs	Fri
7.45-8.45AM creche (No Breakfast)	7.45-8.45AM creche (No Breakfast)	7.45-8.45AM creche (No Breakfast)	7.45-8.45AM creche (No Breakfast)	7.45-8.45AM creche (No Breakfast)
Morning session 8.45- 11.45	Morning session 8.45-11.45	Morning session 8.45-11.45	Morning session 8.45-11.45	Morning session 8.45-11.45
Afternoon session 12.15 – 3.15pm	Afternoon session 12.15 – 3.15pm	Afternoon session 12.15 – 3.15pm	Afternoon session 12.15 – 3.15pm	Afternoon session 12.15 – 3.15pm
After school 3.30pm – 4.30pm £4	After school 3.30pm – 4.30pm £4	After school 3.30pm – 4.30pm £4	After school 3.30pm – 4.30pm £4	After school 3.30pm – 4.30pm £4
After school 3.15pm – 5.30pm £10 inc tea	After school 3.15pm – 5.30pm £10 inc tea	After school 3.15pm – 5.30pm £10 inc tea	After school 3.15pm – 5.30pm £10 inc tea	After school 3.15pm – 5.30pm £10 inc tea

My fees for the above extra paid sessions will be £.....per week.

My fees for am and pm creche will be £.....per week.

I have read the Nursery Charging policy and agree to abide by the Nursery terms and conditions as above.

Signed.....

Date.....

Appendix 2

Nursery Contract extended 30 hours – Terms & Conditions

- Nursery fees are payable either weekly, monthly or half termly in advance on the first day in the week that your child accesses additional sessions. Invoices will be issued in advance.
- If your child is absent through sickness, or you choose to take holidays during term time, (unless cancelled if unwell by 10.30am on the day - or 2 weeks' notice is given for holidays) fees due during that period will be payable in order for the place to be kept open. We do not charge when the Nursery is closed for statutory school holidays, INSET days or unexpected closures i.e. snow days.
- Failure to pay the fees by the due date may result in your child's place being withdrawn and an invoice issued for the outstanding amount.
- Fees may be paid in cash or by cheque made payable to NELC. They should be paid at the office or in a money bag placed in the post box.
- Should your child have to relinquish all or part of his/her additional sessions, a notice period of 2 weeks is required for which fees are payable. Unfortunately we cannot accommodate short term changes to Nursery sessions due to staffing. Any requests for changes to allocated sessions will be actioned if possible after the following half term.
- If you do not want to take your full 30hrs during session times you may use the morning crèche (1 hour) and evening crèche ( 3.15pm - 4.30pm) if you require crèche from 4.30pm - 5.30pm there will be a charge of £6 (this includes tea)

Mon	Tues	Wed	Thurs	Fri
AM crèche 7.45-8.45AM (No Breakfast)	AM crèche 7.45-8.45AM (No Breakfast)	AM – crèche 7.45-8.45AM (No Breakfast)	AM crèche 7.45-8.45AM (No Breakfast)	AM- crèche 7.45-8.45AM (No Breakfast)
Morning session 8.45-11.45	Morning session 8.45-11.45	Morning session 8.45-11.45	Morning session 8.45-11.45	Morning session 8.45-11.45
Afternoon session 12.30 – 3.30	Afternoon session 12.30 – 3.30	Afternoon session 12.30 – 3.30	Afternoon session 12.30 – 3.30	Afternoon session 12.30 – 3.30
PM crèche 3.15pm – 4.30pm £4	PM crèche 3.15pm – 4.30pm £4	PM crèche 3.15pm – 4.30pm £4	PM crèche 3.15pm – 4.30pm £4	PM crèche 3.15pm – 4.30pm £4
PM crèche 3.30pm – 5.30pm £10 inc tea	PM – creche 3.30pm – 5.30pm £10 inc tea	After school 3.30pm – 5.30pm £10 inc tea	After school 3.30pm – 5.30pm £10 inc tea	After school 3.30pm – 5.30pm £10 inc tea

I agree I am accessing..... funded hours per week of session times from my eligible hours and I confirm I am not taking up these hours at another setting, or using over 30 hours per week in total over two or more settings.

I agree that I am using.....hours for morning crèche.

I agree that I am using.....hours for evening crèche (3.30pm – 5.30pm)

My fees are .....