

East Harling Primary School and Nursery

Nursery Charging Policy 2018-19

Introduction

This policy covers our charging policy for services provided within our Nursery. At East Harling Primary School Nursery we support the entitlement to 15 hours free early years provision for 3 and 4 year olds.

Funded places

All children are entitled to a funded place for 15 hours per week, from the start of the academic year before they are due to start school. Funding is available to all children, irrespective of background or family circumstances. Government funding covers the cost to deliver 15 a week of free, high quality, flexible childcare only. It does not cover the cost of meals, consumables, additional hours or additional services.

Within our Nursery funded sessions are available 8.50am – 11.50am, Monday to Friday. The nursery is open term time only and is closed for teacher training days. A place in our Nursery is for five mornings/15 hours a week. The school may be able to offer more flexible arrangements for children with SEND or in other circumstances following discussion with the headteacher.

A Local Authority Early Years Funding Parent / Carer Claim Form must be returned each term by the mandatory date as indicated on the form.

Parents/guardians who wish to claim all/or part of their child's universal entitlement at an alternative setting may do so; in which case a charge will be made for attending our Nursery (which must be paid monthly, in advance).

Vouchers

We are registered with the Government's Tax-Free Childcare service and a number of childcare voucher schemes (please contact the School Office for an up to date list of those we are registered with).

Payment terms

Payments must be made monthly. All outstanding payments must be settled by the end of each calendar month.

Parents and carers will be charged the same hourly rate that we receive from the local authority.

For any absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the nursery. Any planned absences should be discussed with the School office and Nursery staff.

If the agreement is broken, the fees paid are non-refundable.

Failure to pay fees may result in the loss of a child's place and the balance of the account being passed over to the school's legal team to recover the outstanding fees.

Payment is by cheque, cash payments or child care vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.

Additional charges

The school does not require a deposit to secure a child's place, nor are any top up fees applied to cover the difference between funding and the cost of providing a place. The school does not apply registration fees. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Voluntary contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received. Parents will be informed in advance of any planned trips or special events. A charge may be made for events/trips that take place outside of the Nursery sessions for which parents will be informed of in advance.

A weekly voluntary contribution is also requested to cover the cost of a daily snack, the ingredients for any cooking activities and other consumables. This currently £1 per week. This charge is voluntary and parents are able to supply their own snacks. It may be possible to waive or reduce these costs, please discuss with the headteacher.

Non-payment fees

- A reminder of non-payment of fees will be sent after two weeks with a follow up reminder being sent two weeks later.
- If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.
- Payment of unpaid fees will normally be pursued through the small claims court.

Setting Closure

No charge will be made for closure due to bank holidays, extreme weather conditions and staff development days.

Complaints

Our Complaints Policy is available upon request from the school office, or available on the school website.

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

Review and Monitoring

This policy will be reviewed annually.

Date of next review: March 2019 (for September 2019)