

Great Coates Village Nursery School

Charging Policy

Reviewed every 3 years.
Autumn term 2022
To be reviewed Autumn 2025

Great Coates Village Nursery School is committed to providing the highest quality educational experiences for children. All children are entitled to five 3 hour funded sessions per week at the Nursery, from the term after their third birthday, with some children now entitled to up to 30 funded hours (taken on a flexible basis).

However, it is recognised that occasionally the quality and range of learning opportunities can be enhanced by extra activities. There are times when the Nursery asks for extra contributions from parents and carers to enable these opportunities to take place. In addition, the Nursery provides 'snack' and cooking and baking activities for all children as well as providing a book bag for each child. A regular contribution is requested from parents and carers to support these. The Nursery also offers additional paid hours to enable parents and carers to purchase extra sessions if they wish to.

1. INTRODUCTION

- 1.1 We do not charge for any activity undertaken as part of the Early Years Foundation Stage Curriculum within the standard Nursery session. All children are entitled to 15 hours of free Nursery education.

2. VOLUNTARY CONTRIBUTIONS

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, parents will always be given the option of whether or not they wish their child to go. In addition, they will always be asked to make a voluntary contribution towards the cost of the visit. However, no child will be excluded from a visit because of family circumstances or inability to pay. All visits are dependent on the numbers of children wishing to go and the acceptable levels of adult supervision, and are therefore subject to cancellation.
- 2.2 Milk is provided for each child free of charge but a half termly contribution is requested from parents or carers to cover fruit, other foods for snack, baking activities, book bags and, if there are remaining funds once this has been purchased, the fund may be used to enhance provision in the Nursery.

3. ADDITIONAL SESSIONS

- 3.1 The Nursery may offer sessions in addition to a child's free Nursery entitlement. These services are primarily intended to support families who need their child to be cared for in Nursery for longer than the standard Nursery sessions. These sessions will only be available if there are unfilled places at the time of asking.
- 3.2 All additional sessions are chargeable, including the lunchtime period of care, and the current charges payable are listed on the attached contract form. These charges are within the guidelines of charges made by private and voluntary settings in North East Lincolnshire. The terms and conditions of the contract are also attached, including the procedures to be invoked in the event of non-payment of fees.

4. CHARGING REVIEW

- 4.1 All charges will be reviewed at the end of each financial year and any adjustments will be implemented from the start of the Autumn Term, thereby enabling us to give parents ample notification.

Policy Review Record

Policy revised and presented to Governing Body Summer Term 2011

Policy to be reviewed annually as per Policy Review Schedule

- ❖ Policy reviewed and agreed by the Governing Body at the **Summer Term 2 meeting 27/06/12**
No changes made
- ❖ Policy reviewed and agreed by the Governing Body at the **Summer Term 2 meeting 26/06/13**
Changes made to the wording in paragraph 2 to reflect general consensus following discussion.
- ❖ Policy reviewed and agreed by the Governing Body at the **Autumn Term 2 meeting 19/11/14**
No changes made.
- ❖ Policy reviewed and agreed by Governing Body at **Summer Term 2 meeting 2016**. No changes were made.
 - ❖ Policy reviewed and agreed by Governing Body at the **Autumn Term Finance & Personnel Committee Meeting 05/10/17**. No changes were made.
- ❖ Policy updated October 2018 – new Nursery contracts added.
- ❖ Policy updated October 2019 – new Nursery contracts added.
- ❖ Policy reviewed and agreed by Governing Body at **Autumn Term finance/personnel committee meeting 09/10/19**. No changes made.
- ❖ Policy reviewed and agreed by Governing Body at Autumn Term finance/personnel committee meeting _____
- ❖ Policy updated- we are now a 'cash less' school in relation to breakfast club, lunch time care, extra sessions, contributions to snack and evening club we now use 'Parent Pay' which is set up when new children start.
- ❖ Charges have changed as agreed at the FGB meeting on 29th June.
- ❖ The breakfast club, lunch time care and after school club can now be used within the 15 or 30 hour entitlement. As minuted at the Finance committee 25th Feb 2022.
- ❖ - Breakfast club was £3.50 now £4.50
- ❖ One 3 hour session was £13.00 now £15.00

- ❖ Approved at the finance committee – **Tuesday 22nd November 22** – times of morning crèche changed and charges
- ❖ New nursery contract added to reflect changes.

Appendix 1

Nursery Contract (15 Hours) – Terms & Conditions

- Nursery fees are payable either **weekly, monthly or termly in advance** on the first day in the week that your child accesses additional sessions. Invoices will be issued termly in advance.
- If your child is absent through sickness, or you choose to take holidays **during term time**, 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 or unexpected closures.
- 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 will be made through 'Parent Pay'.
- 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.
- Breakfast club, lunch time care and afternoon club can be used as part of your 15 hour entitlement.
- Additional sessions are charged as follows:
 - Breakfast Club (8.00-8.45): £4.50
 - After school club 3.35-4.30: £4.00
 - Extra half day sessions (where available): £15.00
 - Extra full day sessions 8.45 - 3.45 (where available): £30.00
 - Lunchtime children (full days only) £3.50 if applicable

Registration Form

Childs' Name

D.O.B.

Parent's Name

Address.....

Tel No:

I would like to register my child for the following sessions:

	Mon	Tues	Wed	Thurs	Fri
Breakfast club 7.45am-8.45am					
AM session 3 hours 8.45-11.45					
Lunch time session £3.50 if applicable (Classed as 1 hour)					
PM session 12.35-3.35					
After school club 3.35 - 4.30					

My fees for the above extra paid sessions will be £.....per week. I have read the attached Nursery Charging Policy and agree to abide by the Nursery terms and conditions as above.

Signed

Date

Appendix 2

Nursery Contract (30 Hours) - Terms & Conditions

- Nursery fees are payable either **weekly, monthly or termly in advance** on the first day in the week that your child accesses additional sessions. Invoices will be issued at the start of each term.
- If your child is absent through sickness, or you choose to take holidays **during term time**, 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 or unexpected closures.
- 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 will be paid by 'Parent Pay'.
- 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.
- Breakfast club, lunch time care and afternoon club can be used as part of your 30 hour entitlement.
- Additional sessions are charged as follows:
 - Breakfast Club (8.00-8.45) £4.50
 - After school club - 3.35-4.30: £4.00
 - Extra half day sessions (where available): £15.00
 - Extra full day sessions 8.45 - 3.45 (where available): £30.00
 - Lunchtime children (full days only) £3.50

The 30 hours extended entitlement funding carries eligibility checks carried out by NELC. If it is found you are ineligible, the offer will be withdrawn. Parents will need to confirm eligibility every 3 months (see www.childcare-support.tax.service.gov.uk) If you lose eligibility you will be liable to pay fees direct to the nursery for all hours over 15 after the grace period (as set by NELC)

If you are using your 30 hours entitlement WITH THIS NURSERY ONLY you can spread the 30 hours free sessions over fewer days and only pay for hours over and above 30. If you are using the 30 hours entitlement over 2 or more settings you will need to advise us if you are using your basic 15 hours with us or the additional 15 hours.

You are not able to increase or access the additional hours part way through a term.

Registration Form

Childs' Name

D.O.B.

Parent's Name

Address.....

Tel No:

I would like to register my child for the following sessions:

	MON	TUE	WED	THUR	FRI
Breakfast club 7.45am-8.45					
AM session 3 hours 8.45-11.45					
Lunch time session £3.50 if applicable (Classed as 1 hour)					
PM session 12.35-3.35					
After school 3.35 - 4.30					

I agree I am accessingfunded hours from my eligible 30 hours and 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.

My fees for the above extra paid sessions will be £.....per week. I have read the attached Nursery Charging Policy and agree to abide by the Nursery terms and conditions as above.

Signed

Date