



Nursery Charging Policy

Funded places

All children are entitled to a funded place for 15 or 30 hours per week from the term after their third birthday. Funded sessions are available 8.30am-11.30am and 12.15pm-3.15pm, Monday to Friday. The nursery is open term time only and is closed for teacher training days and bank holidays. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. 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. To access 30 hour funding parents need to obtain a valid code, if parents do not obtain a valid code any sessions over 15 hours will be charged for. To check entitlement and to obtain a code please visit <https://childcare-support.tax.service.gov.uk/>

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 in accordance with our complaints procedure – this is available to download from our website or a copy can be obtained from the school office. 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.

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.

Starting Nursery before funding is available

Children may start nursery when they turn three if a place is available. Sessions will need to be paid for by the parent until funding becomes available.

Extended hours 11.30am – 12.15pm

Lunch Club is open to any child in nursery should you wish to extend your child's morning or afternoon session, places are limited and priority is given to children attending a full day. We ask that you bring a healthy packed lunch for your child (no chocolate, sweets or fizzy drinks), we are also a "nut free" school. Lunch club cannot be part of your child's funded hours and must be paid for.

Full day option

Children can attend a full day session from 8.30am until 3.15pm. Funded hours can be used for the morning session (8.30am-11.30am) and the afternoon session (12.15pm-3.15pm) but the Lunch Club (11.30am-12.15pm) must be paid for.

Additional sessions and costs

If you would like to book extra sessions / days in addition to your funded hours we will charge £16.00 per session and £4 for each Lunch Club session. These will be allocated on a first come first served basis and must be arranged in advance. One month's notice will be required if parents wish to cancel additional paid for sessions. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels. Adhoc sessions may be available at the session price of £16, please contact the school office for availability, these are payable at the time of booking. Funded hours cannot be used for adhoc sessions.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement. Any sessions that are not covered by funding after a claim has been submitted need to be paid for.

Notice of increase of fees

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

Vouchers

We are registered with the Government's Tax-Free Childcare Service, Busy Bees Benefits, Sodexo, Fideliti, CGPS and Eden Red. However if you are entitled to vouchers from a scheme not mentioned please do provide us with details and we can look into registering with them to enable us to accept the vouchers.

Payment terms

All families will be issued an invoice monthly in advance unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent booking form. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

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

Payments are to be made by bank transfer. Account name NCC Sparhawk Infant and Nursery School, Sort Code 206261, Account Number 70111627. Please quote the invoice number as the payment reference.

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. This also applies to Lunch Club. 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

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 School Fund or FOSSA. If the school receives insufficient contributions from parents and there is no funding available from the School Fund or FOSSA the trip or activity may be cancelled.

June 2023

Next Review Summer 2024