

Wyke Regis Primary Federation



Policy document	NURSERY CHARGING POLICY
Statutory	
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WYKE REGIS PRIMARY FEDERATION

CHARGING POLICY FOR WYKE REGIS NURSERY

Introduction

Wyke Regis Primary Federation supports the entitlement to free early years provision for 3 and 4 year olds through their sessional Nursery places, as outlined in current government legislation.

The universal free provision is available from the term following a child's third birthday up until they reach compulsory school age, irrespective of background or family circumstances.

The Department for Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond the hours set out in legislation is not, and therefore can be charged for, in line with the power to charge for extended services.

Wyke Regis Federation Nursery offers a safe, friendly environment for children with spacious indoor accommodation as well as an outdoor area.

Policy aims

- Ensure charges are fair and affordable
- Review all charges regularly
- Notice of increased charges will be given in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the Nursery
- The Government's free entitlement over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure parents can easily identify what charges are, in relation to the additional hours from their free provision.

Session information

From September 2017, sessions are as follows;

Morning session	8.45 – 11.45
Lunch Club	11.45 – 12.15
Afternoon session	12.15 – 3.15

Sessions run during term time only, excluding INSET days.

There may be additional days when the Nursery does not operate full sessions, ie when a trip has been organised or there is a special event such as a workshop. In the case of Nursery trips, an additional fee will be required if parents/carers and their child wish to attend.

Chargeable sessions

Parents/carers are able to book extra sessions in addition to the free entitlement. They are also able to book lunch club sessions, depending on availability.

These extra sessions are charged as follows;

AM/PM session	£10.50
Lunch club	£ 2.00

Extra Nursery sessions and lunch club attendance is subject to availability and parents are requested to book in advance. If there is no availability, the child's name can be placed on a waiting list and parents/carers will be informed when a space is available.

Parents/carers will only be charged for sessions not covered by the free early years' entitlement. For example, parents of a three-year old eligible for the free entitlement and attending up to 30 hours per week during term time will have no payments to make, as long as they are not claiming their free sessions at another provider.

Timing of payments

Payment for extra sessions and lunch club attendance are to be made one half term in advance, and are due by the end of the first week of that half term – for example, payment for the beginning of the spring term would be due the first week after October half term.

Payment in full is to be made by cash or cheque, payable to “Wyke Regis Infant School and Nursery” and given to the school office in person.

Charges will be made for sessions even when a child is absent through sickness or holiday. Charges will also be made for sessions when the Nursery is unable to open due to circumstances beyond our control, eg extreme weather, flooding, etc. This is because the overheads of the Nursery such as staffing still have to be covered.

Termination of paid sessions

To end a place in Nursery or lunch club, parents/carers are required to give four weeks' notice in writing, or payment in lieu of notice. Parents/carers should contact the school office in the first instance. If written notice is not received, the four weeks' fee could be charged.

Additional fees

Additional charges may apply for special events, eg Christmas Party, trips, etc. Parents/carers will be notified in advance when this is the case.

If your child is unable to attend a special event or trip and a fee has been paid for extra sessions, a reimbursement will be offered.

Non-payment of fees

If fees are outstanding Wyke Regis Primary Federation will be able to refuse to allow your child to attend any paid sessions and take any action as deemed appropriate whilst the fees remain unpaid.

If fees remain unpaid, the Federation will follow County procedures.

Termination of the contract can be invoked immediately in the event of non-payment of fees.

Late collection fees

Wyke Regis Primary Federation reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes, to cover the additional staff costs incurred and to maintain safe staff/pupil ratios.

Adopted: May 2017

Finance and Environment Committee