



*INSPIRING HEARTS AND MINDS*

## **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 15 hours' entitlement to 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.

From April 2017, an additional 15 hours of free early years provision has been granted to those working parents who qualify; provided that they supply the school with the necessary details. The parent/carer is responsible for renewing claims for this extra free provision.

Information about eligibility can be found on

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 which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- The Government's free entitlement to working parents which covers an extra 15 hours' provision, will be maintained if claims are verified
- Ensure parents/carers can easily identify what the charges are, in relation to the hours additional to their free provision.

## Session information

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 training days for staff.

There may be additional days when the Nursery does not operate full sessions, eg when a trip has been organised or there is a special event such as a workshop, or at the start of the school year, when the Nursery is closed for induction sessions only. 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 **session** payments to make, as long as they are not claiming their free sessions with another provider. Payment for lunch club is required if parents/carers wish their child to remain in Nursery all day. It is also possible to attend lunch club either after a morning session, or before an afternoon session, if there is availability.

## Timing of payments

Payment for extra sessions and lunch club attendance are to be made in advance, and are due by the end of the preceding term – for example, payment for the beginning of the Spring term would be due at the end of the Autumn term.

Payment in full is to be made by cash, cheque or childcare vouchers/government payments. Cheques are to be made payable to "Wyke Regis Infant School and Nursery" and given to the school office/Nursery staff in person. A receipt is issued if required and a form is signed by the parent/carer confirming amount and date of payment, which is filed in the office.

From November 2020 there will be the option to pay for sessions online through the SchoolMoney system. This will eventually lead to a cashless system of collecting fees.

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 and debts accrued, Wyke Regis Primary Federation will be cancel any chargeable sessions you have booked and take any action as deemed appropriate whilst the fees remain unpaid.

If fees remain unpaid, the Federation will follow Dorset Council 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.

Reviewed: October 2020

Finance and Environment Committee