

# Nursery charging policy

**Fairstead Community Primary & Nursery School**



<b>Approved by:</b>	Finance & Resources	<b>Date:</b> March 2021
<b>Last reviewed on:</b>	Sept 2021	
<b>Next review due by:</b>	See Policy Log	

## Introduction

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 additional optional hours. The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

It is not the School's policy to charge for curriculum enrichment activities but voluntary contributions may be requested

There is no charge for the following –

- Cost of Snacks (Fruit and milk provided)
- Consumables

The following charges apply when taking a free entitlement

- Loss of, damage to, or breakage of school property e.g. books, windows, other equipment and so on, will be charged for if caused by negligence or deliberate act at the discretion of the Headteacher.

## Session times are:

8:45am – 11:45am for morning Nursery.

12:00pm – 3:00pm for afternoon Nursery.

8:45am – 3:00pm for full days

## Extra Sessions

Extra sessions, subject to availability, over and above the 15 hour free childcare or 30 hour (when applicable) will be charged at a rate of £12 per session.

The following additional charges are **not** applied

- Deposits
- Retainer fee
- Registration fee
- Late payments
- Meals & snacks
- Consumables

## Payment

- Parents will be invoiced for extra sessions at the beginning of every half term.
- Fees must be paid for in advance
- Payment must be made by Parentmail. We also accept payment from a tax-free childcare account.
- Fees must still be paid if your child is sick or on holiday
- Outstanding unpaid fees will lead to the place being withdrawn and forwarded to Norfolk County Council's Legal department for recovery.
- Parents will only be invoiced for those sessions not covered by the free nursery entitlement
- A half terms notice will be required if parents wish to cancel additional sessions.

No fees will be payable for school holidays, early closure, teacher training days or bank holidays.

Should the school be closed for reasons beyond our control, you will not be charged for the sessions affected.

If you would like to increase your sessions, this will be subject to availability of spaces.

## **Late collection fees**

Late collection fees are charged at a rate of £5 per 15 minutes to cover the additional staff costs incurred.