

Hethersett Woodside Nursery School and Pre-School Playgroup Charging policy

This Charging policy has been written with reference to the Hethersett Woodside Primary & Nursery School Charging Policy, the Nursery & School Admissions Policies and the Pre-school charging policy.

Statement of general policy on Charging For school activities Early Education for 2, 3 and 4 year old children, during school hours.

Hethersett Woodside Nursery School, is a maintained nursery school and as such makes no charge for admitting children to the school under the Local Authority admissions procedures admitting children to school the term after their Third birthday.

Our pre-school charges fees for playgroup and activity group sessions, which are taken outside of the 2 year and 3 year government funding.

Parents are charged a £5 per term voluntary contribution towards baking, party food, consumables. This is arranged via the school office.

The Free Entitlement for Two, Three and Four Year Olds

Hethersett Woodside Nursery School, is a maintained nursery school, and provides the 15 hours Free Universal Entitlement to 3 and 4 year old children, the term after their 3rd birthday. The 15 hours is offered as five, 3 hour sessions per week, for 38 weeks per year, either as 5 morning sessions (8.30am -11.30am) or 5 afternoon sessions (12 noon – 3pm).

Families who are eligible for the extended 30 hours will have the option of taking all or part of these hours at Hethersett Woodside Nursery. There will be between 10 and 15 places made available to this level of funding. Places will be offered in accordance with the Admissions Policy. For the extended offer core hours are 9am – 3pm.

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.

Hethersett Pre-School Playgroup provides 15 hours Free Universal Entitlement to 2 year olds from eligible families, and 3 and 4 year old children from the term after their 3rd birthday. The 15 hours is offered as five, 3 hour sessions per week, for 38 weeks per year, (9.10am -12.10pm). The availability of 15 hours is based upon demand.

- Completion of the claim form by parents is mandatory.
- We do not charge a deposit, retainer or registration fee. or late payment fees.
- Meals in both settings need to be provided by parents, in the form of a packed lunch.
- 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.

Hethersett Pre-School and Woodside Nursery Fees

- We make a charge for Activity group, Pre-school sessions where a child is not entitled to government funding and nursery sessions/hours taken over and above government entitlement. There is an additional charge made for Pre-school lunch club.
- An initial stay and play session is offered free of charge at both the Pre-School and Nursery. This is offered in July at the Pre-School and in September at Nursery.
- Where an older sibling needs to attend Activity (toddler) group due to childcare issues a nominal charge of £1 per session will be made for sessions attended.
- Parents are informed of fees before joining the group and of future changes via letters and our information evenings.
- Fees for both settings will be reviewed by the school early in the summer term and apply on an annual basis from September.
- Fees will be payable on a half-termly basis. An invoice will be issued by the school office. Payment may be made by bank transfer, cash, cheque, or through employer's child care vouchers. A receipt will be given.
- Where employer's childcare vouchers are used to pay fees, parents should contact the School Office.
- Settlement of fees should be made within two weeks of notification.
- In the event of families having difficulty making payment, parents/carers should contact the school office at the earliest opportunity to arrange an appropriate payment plan and to be advised of any possible sources of help.
- In the event of non payment, reminders will firstly be issued by speaking to the parents or informing them by e-mail. This will be followed up in writing.
- If non-payment persists, school will follow our bad-debt policy.
- If non payment continues beyond the end of a half term, the child's place may be lost for the next term.
- There is no refund if a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present.
- Extended absence due to hospitalisation or long term illness of the child will be considered by the school on an individual circumstances. Parents should contact the Nursery Manager to discuss. Where possible the child's place will be kept open.
- In the event of cancellation of sessions by the school, a refund will be given.

Additional Hours

Additional hours in both settings may be offered to children who have taken their free entitlement with another provider or require additional sessions beyond their entitlement. These will be charged at the hourly rate, set by the school.

Voluntary Contributions

Hethersett Woodside Nursery and Pre-School invites parents to make a voluntary contribution of £5 a term to cover the cost of baking ingredients, party food, consumables.

Offsite trips will be charged separately and all parents will be informed via a letter and consent form.

In line with government regulations parents are advised that:

- All contributions are voluntary
- Children of parents who do not contribute will not be treated any differently, no pupil will be left out of an activity because his or her parents cannot, or will not make a contribution of any kind.

- Extra events cannot take place without some help from parents and where there are not enough voluntary contributions to make these activities possible, and then these activities will be cancelled.

Absence during term time

As a parent, you are able to claim Early Education funding for actual sessions your child attends nursery or pre-school including sickness and short-term absences. This currently includes holidays.

Policy agreed June 2019

To be reviewed annually