



## **Sprowston Infant School Nursery Charging Policy**

This nursery is participating in the Government's 15-hour Funding Policy for pre-school children. Places are available to children who are eligible, this does not prejudice those children already on our waiting list. We hope to be able to offer children of funding age, five playgroup sessions per week, priority will be given to children who require 5 sessions. We participate in the governments' 2-year-old funding and have limited places available for this scheme. We are participating in the Government's 30-hour funding scheme and have limited places available.

### **Free Entitlement**

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 additional hours or additional services. We do not charge for the cost of snacks or consumables. 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.

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.

Parents will be required to fill in an agreement of hours they are claiming for the nursery and any other setting their child attends. These will require signatures of parents/carers and of the settings. Parents will be given a copy of this form for completion each term. This is also a contract stating that you are claiming the hours your child actually attends.

### **Additional Fees**

#### **Extra hours**

If you wish your child to attend more than their 15 hours funded then, where space is available, you can pay for additional sessions. A three hour session is charged at £16 per session. If your child is 2 and a half and not funded, you can pay for them to attend sessions at a cost of £16 per session.

### **Invoicing**

Sessions should be paid for in advance half-termly. Failure to do so can result in your child losing their place. Invoices will be issued for the following half-term with a payment deadline one week before the end of the current half term. For example, an invoice for the first half of spring term will be issued in the half term before Christmas and need to be paid a week before the Christmas holidays.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

If you have any problems with your finances, please speak to Emma Wyatt (deputy), Rob Edwards (Head) or Neasa Martinez (Finance Manager.) All financial issues will be treated in confidence. We accept childcare vouchers and bank transfers. Bank transfer details are displayed on the bottom of each invoice. A text is sent to alert parents to check their emails. For parents with no email address, a hard copy is printed and handed to the parent.

### **Deposit**

The nursery charges a £30.00 holding deposit, which is refunded once your child is attending the setting. Should your child not start this deposit will not be refunded.

### **Lunchtimes**

The all-day sessions, i.e. from 8.50am to 3.15pm, will incur an additional charge of £3.00 for the additional 25 minutes lunchtime, which is not part of the Government Funding. There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch.

We review our fees annually in March. Any increases will be notified to parents allowing a minimum of 4 weeks' notice.

### **Trips**

If the nursery goes on a trip, there will be an additional fee charged for the cost of the trip e.g. entrance fee/ transport etc.

### **Holidays/ Illness**

Absence from nursery must be paid for if a place is to be kept open. This includes holidays and sickness. This is applicable to fee paying children only.

We ask that all parents complete a holiday absence form to notify us of any holidays at least 2 weeks before the holiday or as soon as possible. Payment is required before the holiday absence commences.

### **Late Pick Up**

It is very important that children are picked up on time, as nursery staff do not have the capacity to look after children after the session has ended. Where parents are repeatedly late picking children up, we reserve the right to charge for the extra time. This will be a charge of £10 for every block of 15 minutes after the session ends. For example, where the session ends at 3.15, if the child is picked up between 3.15 and 3.30 they will be charged £10; if they are picked up between 3.30 and 3.45 they will be charged £20, and so on. They will be charged this amount for each instance of late pick up.

### **Late Payment Fee**

Where payments are not made on time, a late payment charge will be applied. This will be £10 per instance of late payment.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to [office@sprowstoninfant.norfolk.sch.uk](mailto:office@sprowstoninfant.norfolk.sch.uk). Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare contract.

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked/finalised before the childcare contract is formalised.

### **Covid**

In respect of Covid-19, should the Nursery be closed by Government there will be no charges or retainers required, however if the setting remains open and it is parents' choice to keep their child at home, they will be charged half their fees until the child returns.

### **Emergency Closure**

In the event of an emergency closure we do not offer refunds for fees paid.

**Late payment/debt collection policy**

In cases where payment is late without prior agreement, your child's place will be suspended for chargeable sessions, until payment is made. 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.

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