

CHARGING AND REMISSIONS POLICY (NURSERY)

Policy Date: March 2019 Review Date: January 2020

The Governing Body reserves the right to make a charge in the following circumstances for provision of childcare at Fairfield Nursery

Sessions

- All sessions (funded and paid) are to be booked at the beginning of each term using the Parent Authorisation Form (PAF form) and the Fairfield Nursery application form. If a child attends more than one nursery it is parental choice as to which establishment claims the funding. However, if the full term's funding has been claimed at one establishment it cannot be transferred to another and any sessions at Fairfield Nursery will have to be charged as shown below. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.
- At the beginning of each term additional paid sessions will be offered after all eligible 3 and 4 year old have been offered their funded sessions.
- At the start of each school term, eligible children who were attending Fairfield Nursery in the previous term will be offered the opportunity to increase or decrease sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing.
- Remaining sessions will be offered to children on the waiting list.

Charges

15 hours free Early Education Grant is able to be offered if a claim has not been made at any other establishment during the term the child wishes to start. Only if a child moves establishments mid-term and has not previously claimed the EEG then a claim can be made.

30 hours extended funding

We are able to offer the 15 hours extended funding to eligible parents/carers, however this must be applied for and a code received by the last day of the month preceding the term the child is set to start in nursery, otherwise sessions will be charged as below.

Fairfield Nursery session timings and fees are detailed below;

Session	Timings	Fees
Morning Nursery	8.40am – 11.40am	£11.50 (if not funded)
Lunchtime Supervision	11.40am – 12.20pm	£2.50
Afternoon Nursery	12.20pm – 3.20pm	£11.50 (if not funded)

Where no funded sessions are used, the cost of the full day in Nursery from 8.50am – 3.30pm is £25.50

Lunches

- There is also the option for a child to extend their session by staying for lunch following a morning session. Lunchtime is subject to separate charges and sessions cannot be included as part of the funded session entitlement as it is considered child care and not an educational session.

- Any parents booking their child in for a lunchtime session will be required to provide them with a healthy packed lunch along the same lines as those suggested for school children. Milk and water are available. Lunchtime is supervised by Nursery staff who encourage healthy eating and provide fun learning opportunities.

- Fees are reviewed annually on the 1st September.

- Paid sessions will be invoiced monthly in advance and payment is due within 7 days of the date of the invoice.

- Payment can be made via the schools Parent Mail system

Charges/Late Collections

Fairfield Nursery operates a strict 'on time' collection policy. A fee of £10 may be charged in the event of late collection. Please let the school know as soon as possible if you know you are going to be late so we can arrange staff to care for your child/ren.

If a parent/carer fails to collect their child/ren at the end of a booked session and has not contacted the school their child/ren will be placed into the lunchtime session (at the end of morning nursery) or be supervised by staff (at the end of afternoon nursery) and will be charged accordingly. We also reserve the right to charge a £10 admin fee.

Late Payments

Invoices are sent out at the beginning of each month for sessions booked in advance plus any extra sessions from the previous month. These invoices must be paid in full within 7 days of the date of the invoice, there is an automatic charge of £10 levied if payment is not received by the end of that month. Please note that if a parent/carer fails to pay an invoice within 14 days of the due date, the school has the right to refuse to accept further bookings for additional sessions over the 15 hours universal entitlement. Should you experience any difficulties in paying Nursery fees, please arrange to see the School Business Manager in confidence at the earliest opportunity.

- All fees for sessions which have been booked are non-refundable.
- Cancellations or changes to bookings will only be accepted with appropriate prior notice (4 weeks) and at the discretion of the school.
- Holidays taken during term time are payable at the full rate.
- No refunds will be given due to illness, except in exceptional circumstances and at the discretion of the school.

All nursery sessions are only available to children aged 3 and above.