Federation of Fairfield and Colneis

Nursery Charging and Remissions Policy

Date:	**September 2025**
Date of approval:	**September 2025**
Review date:	**Autumn 2026**
Review undertaken by:	**Policy Review Committee**

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. After the first week of term, any additional sessions added for the term will have to be paid for by the parent and cannot be claimed against any funding code until the following term.
- Any request for additional ad hoc sessions/lunches will have to be agreed with nursery in advance and is dependent upon sufficient spaces being available. These sessions should also be paid in advance via ParentMail.
- 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 each term by the following dates:

Autumn term: Last day of August

Spring term: Last day of December

Summer term: Last day of March

If no code is received, sessions will be charged as below.

Fairfield Nursery session timings and fees from September are detailed below;

Session	Timings	Fees
Morning Nursery	8.40am – 11.40am	£14 (if not funded)
Lunchtime Supervision	11.40am – 12.20pm	£3
Afternoon Nursery	12.20pm – 3.20pm	£14 (if not funded)

Where no funded sessions are used, the cost of the full day in Nursery from 8.40am – 3.20pm is £31.

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.
- If you do not wish to pay for lunchtime supervision, you can collect your child at 11.40am and return them for 12.20pm, where appropriate.
- 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. Please note that the payment for September will be invoiced at the beginning of the month with the October invoice following two weeks later.
- Invoice payment must 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.

Also frequent late collection could impact on access to attend agreed sessions.

Late Payments

Invoices are sent out monthly for sessions booked in advance. 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 paid for sessions. 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.
- No refunds to be given in the case of school closure.

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