



“I have come in order that you might have life – life in all its fullness.”
John 10:10

Nursery Fees Policy 2018–19

Policy accepted by SLT on:	<i>23/4/2018</i>
Next review:	<i>Summer 2019</i>
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: <i>Yes/No</i>	On school website: <i>Yes/No</i>

NURSERY FEES POLICY 2018–19

(This policy covers the period from 1 September 2018 to 31 August 2019 and should be read in conjunction with the school's *Admissions Arrangements for Nursery 2018-19.*)

1. Aims

- To create the most outstanding Early Years setting in Mendip – a first-class learning environment which is nurturing, safe-yet-challenging and beautiful – where each child's uniqueness is understood and celebrated by practitioners who remain mindful of the characteristics needed to learn.
- To ensure all pupils make outstanding progress throughout the Early Years.
- To ensure that the admissions policy for Nursery (*Admissions Arrangements for Nursery*) is equitable and fair, and benefits the maximum number of children.
- To ensure that the admission of pupils to Christ Church School Nursery enables staff to maintain the balance and smooth running of the nursery and the provision of the full curriculum over five days, Monday to Friday during school term times.
- To provide parents with greater accessibility and flexibility during school term times by offering additional "paid for" morning and afternoon sessions (with the option of a supervised lunch hour each day).

2. Fees and payments

In order to ensure that nursery numbers are balanced across the morning and afternoon sessions, and across the week, we expect bookings to be made for one of the options (below) a whole term at a time in advance.

Deductions to fees based on the Early Years Entitlement (EYE) (or any similar funding scheme) will be calculated on an individual basis.

2.1 Booking options (from 1 September 2018)

Session Options	Christ Church C of E First School Nursery Fees	Cost of ONE session	Cost of FIVE sessions
A	Morning, 8.30–11.30am (NO lunch)	3 hrs x £5.00/hr = £15.00	5 mornings (@ £15.00/session) = £75.00
B	Morning, 8.30am–12.30pm (includes a hot school lunch for an extra £2.35*)	(4 hrs x £5.00/hr) + £2.35 hot lunch* = £22.35	5 mornings PLUS hot lunches* (@ £22.35/session) = £111.75
C	Afternoon, 12.30–3.30pm (NO lunch)	3 hrs x £5.00/hr = £15.00	5 afternoons (@ £15.00/session) = £75.00
D	Afternoon, 11.30am–3.30pm (includes a hot school lunch for an extra £2.35*)	(4 hrs x £5.00/hr) + £2.35 hot lunch* = £22.35	5 afternoons PLUS hot lunches* (@ £22.35/session) = £111.75
E	Full day, 8.15am–3.45pm (includes a hot school lunch for an extra £2.35*)	(7½ hrs x £5.00/hr) + £2.35 hot lunch* = £39.85	5 full days PLUS hot lunches* (@ £39.85/day) = £199.25

*Parents/carers who opt for a full day option **MUST** pay for a cooked school lunch for £2.35. **BRINGING A PACKED LUNCH IS NO LONGER AN OPTION.**

For more details about booking options read the “Rules” section of the admissions policy for Nursery (*Admissions Arrangements for Nursery*).

During the morning and afternoon sessions a snack is provided for which a voluntary contribution of £0.50 per day is requested.

EYE-funded sessions (see section 3, below) can be accessed as follows:

15-hour options

- a) **5 x Option A** (mornings with NO lunch) =
3hrs + 3hrs + 3hrs + 3hrs + 3hrs = **15hrs (over 5 mornings)**
- b) **5 x Option B** (afternoons with NO lunch) =
3hrs + 3hrs + 3hrs + 3hrs + 3hrs = **15hrs (over 5 afternoons)**
- c) **2 x Option E** (full days incl. lunch) =
7½hrs + 7½hrs = **15hrs (over 2 extended [8.15am–3.45pm] days)**
- d) **3 x Option B** (4 hrs incl. lunch) **PLUS 1 x Option B** (3 hrs with NO lunch) =
4hrs + 4hrs + 4hrs + 3hrs = **15hrs (over 4 mornings)**
- e) **3 x Option D** (4 hrs incl. lunch) **PLUS 1 x Option B** (3 hrs with NO lunch) =
4hrs + 4hrs + 4hrs + 3hrs = **15hrs (over 4 afternoons)**

30-hour options

- f) **4 x Option E** (full days incl. lunch) = 7½hrs + 7½hrs + 7½hrs + 7½hrs
= **30hrs (over 4 extended full days)**

Parents wishing to book five full days (which may be a combination of funded and paid-for sessions and lunchtimes) are invited to discuss options and availability with staff in the school office.

All options are subject to availability, additional sessions may be booked (see table, above, for details).

Christ Church will offer a place at nursery the term after their second birthday. Once the availability of a place is confirmed, a letter will be sent to parents.

2.2 Changing sessions

Once booked, a child's sessions (see options A–E in section 2.1, above) cannot be swapped for other ones until the next booking window prior to the next term. Parents/carers will automatically be offered the same booking option as last time unless they wish to change. Any change will depend upon availability, which will, in turn, depend upon legal staff-to-pupil ratios and the economic sustainability of that option for the nursery.

2.3 Charging, fees and penalties

- **Fees are payable monthly and in advance**, and are invoiced at the beginning of each month (nearest to the 1st of each month). Our payment terms are 14 days.
- **Fees can be paid by online bank transfer, cash or cheque.** We accept childcare vouchers that cover the whole or part of the payment and are registered with several providers to accept this method.

- ***We require four weeks' written notice for the cancellation of a place at nursery or fees due for four weeks' notice in lieu.***
- Fees are still applied for any periods of absence due to illness or holiday taken within term time.
- Fees are still applied if a child is sent home from nursery due to sickness or injury.
- If hospitalisation is necessary for an extended period of time (e.g. one month or more) the nursery will review the application of fees charged on an individual basis.
- In the event of closure due to unforeseen circumstances (e.g. severe weather conditions, flooding or boiler failure) the nursery will continue to charge for the service.

2.4 Late collection of children

A late collection penalty of £5.00 will be charged for every 15 minutes after a child should have been picked up at the end of their booked session.

2.5 Non-payment of fees procedure

We are sympathetic to financial difficulty and will discuss a payment plan to suit a parent/carer's personal circumstances.

A) FEES ONE WEEK OVERDUE: The School Business Manager will phone and/or write to parents/carers to advise them of the outstanding balance and ask them to settle their account.

B) FEES TWO WEEKS OVERDUE: After 14 days a letter from the Headteacher will be sent to parents/carers (within four weeks of the original invoice), explaining that *if fees remain unpaid for a further 14 days* then:

- ***a late penalty fee of £30.00 will be added to the outstanding amount,*** and
- ***the child's place at nursery may be terminated with immediate effect,*** and
- ***the total debt owed (all unpaid fees and penalties) may be sought through the small claims track of the county court.***

C) FEES FOUR WEEKS OVERDUE: Should fees remain unpaid after 14 days from the date of the Headteacher's (first) letter (see B, above) a second letter will be sent from the Headteacher requesting payment within 14 days of the date of that (second) letter explaining the consequences (see B, above).

D) FEES SIX WEEKS OVERDUE: If fees remain unpaid after 14 days from the date of the second Headteacher's letter (see C, above) the consequences set out in the Headteacher's (first) letter (see B, above) will be actioned.

3. Early Years Entitlement (EYE)

We are in receipt of Early Years Entitlement (EYE) for 3 and 4 year olds. This is available to each child in the funding period after a child's third birthday and will last for three funding periods. From September 2017 some working parents may be entitled to 30 hours free funding for children who are 3, from the term after their third birthday. You will need to visit www.childcarechoices.gov.uk to see if you are eligible. **See below for more details.**

This is all processed by the nursery and parents/carers will be asked to fill in the necessary forms to claim the entitlement. It is the parent/carer's responsibility to produce the necessary documentation as requested by the nursery. Failure to provide the legal documentation means the parent/carer will be charged the nursery's normal fees as we will be unable to claim the EYE or 2-year-old funding.

To claim the Early Years Entitlement the following information is needed:

- Child's legal documentation: birth certificate or passport
- EYE parent declaration form completed at the onset of claiming funding
- Registration form completed
- For 2-year-old funding, a copy of the letter confirming eligibility.

Parents/carers may use more than one provider, but they can only claim the maximum entitlement of hours per funding period in total.

30-Hour Entitlement for Working Parents

From 1 September 2017 parents who earn at least £120 per week (equivalent to 16 hours at the minimum wage), have been entitled to claim an additional 15 hours of funded child care. Christ Church Nursery will be offering a **limited number of places** for parents wishing to take up these additional funded hours.

In order to see whether you qualify for these additional hours visit www.gov.uk/childcare-calculator, from this, you may receive your 30-hours code, which you must present, along with your National Insurance number, to the school office, where you may register your interest to take up additional hours. The school will "validate" your code (this can take up to 10 working days) before your 30-hour place is secured. We will inform you when this has been done.

It is parents' responsibility to inform the local authority if you are no longer entitled to 30 hours (i.e. you stop working or reduce your hours). You will then enter a "grace period", by the end of which your child will no longer be able to take up more than their 15 hours "basic entitlement" or you will be required to pay for additional hours.

4. 2-year-old funding

Application forms to claim for a 2-year-old funded place are available in the nursery. Parents who may be eligible for funding will be in receipt of any of the following:

- Income Support (IS)
- Employment Support Allowance (income-based) – not contribution-based
- Income-based Job Seekers Allowance (IBJSA) – not contribution-based
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HMRC) of <£16,190
- Working Tax Credit with an annual taxable income (as assessed by HMRC) of <£16,190
- Children who are 2 and attract Disability Living Allowance
- Children who are 2 and have a statement of Special Educational Needs
- Children who are 2 and have been adopted or who have left care through special guardianship or residence orders.

Further advice is available from Somerset County Council on 0300 123 2224.

To claim funding for 2 year olds the following information is needed by the nursery:

- Child's legal documentation: birth certificate, passport.
- The nursery will need to see the letter held by the parent which states that their child is eligible for 2-year-old funding.

All fees charged relate to those hours or weeks not funded by the Early Years Entitlement. Should a booking last longer than the EYE available on any given day, parents are required to pay for that part of the session that exceeds the EYE allowance. Parents will therefore be required to pay for any hours/weeks that exceed the EYE allowance.

Any additional costs incurred outside of the normal operating conditions for the nursery or any additional service which Christ Church C of E First School Nursery provides will be added to charges made.

5. Working Tax Credit

If parents/carers receive Working Tax Credit they may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM Revenue and Customs (HMRC) website: www.hmrc.gov.uk/taxcredits

6. Childcare vouchers

To date, we are registered with the following organisations that distribute childcare vouchers:

- BATH & NORTH EAST SOMERSET
- CARE4.
- COMPUTERSHARE VOUCHER SCHEME
- KIDDIVOUCHERS
- SOUTH GLOUCESTERSHIRE COUNCIL

Payment is through paper voucher or electronically to suit the parent/carer.

7. Termination of the contract – nursery

The nursery reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one month's notice in writing will be given.

8. Termination of the contract – parents/carers

Four weeks' written notice must be given to the nursery to terminate a child's place. If written notice is not received, four weeks' fees will still be charged, and the Early Years Entitlement will be claimed. Four weeks' notice is also required for a reduction in booked hours.

9. Renewal of fees policy

This fee policy will be reviewed by the Headteacher and School Business Manager in April 2019. The policy and rate for fees is reviewed on an annual basis to enable the nursery to cover the running costs of the nursery and to continue to provide a high quality of care.

Appendix 1: Terms and Conditions statement (as included on the Termly Booking Form)

Terms and Conditions

I confirm that I have read, understood and accept the Christ Church School *Nursery Fees Policy (2018–19)* and accept these as the Terms and Conditions for this booking. I understand that if I do not pay fees on time then my child's nursery place may be terminated. I understand that refunds cannot be made for any cancellations.

Child's name:

Parent/Carer's name:

Signature:

Date:

Christ Church School Nursery Termly Booking Form 2018–19

If you believe your child is entitled to 15 or 30 hours of FREE nursery education,
please complete this **FREE 15- OR 30-HOUR ENTITLEMENT BOOKING FORM**.
To book extra paid-for hours, please fill in a separate **PAID HOURS FORM**. Thank you.

I confirm my booking for (child's name)
for the following term(s) [please tick as required]

Autumn Term 2018 <input type="checkbox"/> [tick as required]	Spring Term 2019 <input type="checkbox"/> [tick as required]	Summer Term 2019 <input type="checkbox"/> [tick as required]
Tues 4th Sept – Fri 26th Oct 2018 (CLOSED: Mon 3 rd Sept) (CLOSED: Mon 29 th Oct – Fri 2 nd Nov) Mon 5 th Nov – Fri 21 st Dec 2018	Tues 8th Jan – Fri 15th Feb 2019 (CLOSED: Mon 7 th Jan) (CLOSED: Mon 18 th – Fri 22 nd Feb) Mon 25 th Feb – Fri 5 th Apr 2019	Tues 23rd Apr – Fri 3rd May 2019 (CLOSED: Mon 6 th – Tues 7 th May) Weds 8 th – Fri 24 th May 2019 (CLOSED: Mon 27 th – Fri 31 st May) Mon 3 rd June – Fri 19 th July 2019 (CLOSED Mon 22 nd – Tues 23 rd July)

Booking options (from 1st September 2018)

Session Options	Christ Church C of E First School Nursery Fees	Cost per session (2018–19)
A	Morning, 8.30–11.30am (NO lunch)	3 hours of FREE provision (NO LUNCH)
B	Morning, 8.30am–12.30pm (incl. hot school lunch for £2.35*)	4 hours of FREE provision + £2.35 hot lunch* = £2.35
C	Afternoon, 12.30–3.30pm (NO lunch)	3 hours of FREE provision (NO LUNCH)
D	Afternoon, 11.30am–3.30pm (incl. hot school lunch for £2.35*)	4 hours of FREE provision + £2.35 hot lunch* = £2.35
E	Full day, 8.15am–3.45pm (incl. hot school lunch for £2.35*)	7½ hours of FREE provision + £2.35 hot lunch* = £2.35

FREE 15-HOUR ENTITLEMENT BOOKING FORM [please tick as required]

Parents/carers who opt for a full day option must also pay for a cooked school lunch @ £2.35. **NO PACKED LUNCH.*

Session Options	Mon	Tues	Weds	Thurs	Fri
A AM only (8.30–11.30am)					
B AM + lunchtime (8.30am–12.30pm)					
C PM only (12.30–3.30pm)					
D PM + lunchtime (11.30am–3.30pm)					
E Full day + lunchtime (8.15am–3.45pm)					
If B, D or E ... school lunch for £2.35	Yes	Yes	Yes	Yes	Yes

Please tick the options you want, e.g.

(If you do NOT want to book any options for a particular day, leave all of the options for that day blank.)

Session Options	Mon	Tues	Weds	Thurs	Fri
A					
B		✓	✓		
C	✓				
D					
E					
If B, D or E ... school lunch for £2.35	Yes	Yes	Yes	Yes	Yes

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I confirm that I have read, understood and accept the Christ Church School *Nursery Fees Policy (2018–19)* and accept these as the Terms and Conditions for this booking. I understand that if I do not pay fees on time, then my child's nursery place may be terminated. I understand that refunds cannot be made for any cancellations.

Parent/Carer's name Signature Date.....

Christ Church School Nursery Termly Booking Form 2018–19

To book extra paid-for hours, please fill in this **PAID HOURS BOOKING FORM**.
If you believe your child is entitled to 15 or 30 hours of FREE nursery education,
Please complete a separate **FREE 15- OR 30-HOUR ENTITLEMENT FORM**. Thank you.

I confirm my booking for (child's name)
for the following term(s) [please tick as required]

Autumn Term 2018 <input type="checkbox"/> [tick as required]	Spring Term 2019 <input type="checkbox"/> [tick as required]	Summer Term 2019 <input type="checkbox"/> [tick as required]
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Booking options (from 1st September 2018)

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C	Afternoon, 12.30–3.30pm (NO lunch)	3 hrs x £5.00/hr = £15.00
D	Afternoon, 11.30am–3.30pm (incl. hot school lunch for £2.35*)	(4 hrs x £5.00/hr) + £2.35 hot lunch* = £22.35
E	Full day, 8.15am–3.45pm (incl. hot school lunch for £2.35*)	(7½ hrs x £5.00/hr) + £2.35 hot lunch* = £39.85

PAID HOURS BOOKING FORM

[please tick as required]

*Parents/carers who opt for a full day option must also pay for a cooked school lunch @ £2.35. **NO PACKED LUNCH.**

Session Options	Mon	Tues	Weds	Thurs	Fri
A AM only (8.30–11.30am)					
B AM + lunchtime (8.30am–12.30pm)					
C PM only (12.30–3.30pm)					
D PM + lunchtime (11.30am–3.30pm)					
E Full day + lunchtime (8.15am–3.45pm)					
If B, D or E ... school lunch for £2.35	Yes	Yes	Yes	Yes	Yes

Please tick the options you want, e.g.

(If you do NOT want to book any options for a particular day, leave all of the options for that day blank.)

Session Options	Mon	Tues	Weds	Thurs	Fri
A					
B		✓	✓		
C	✓				
D					
E					
If B, D or E ... school lunch for £2.35	Yes	Yes	Yes	Yes	Yes

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Parent/Carer's name Signature Date.....