



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

Nursery Fees Policy 2019–20

Policy accepted by FGB on:	2/4/2019
Next review:	Spring 2020
Signed (Chair of Governors):	
Statutory policy: Yes/No On school website: Yes/No	

NURSERY FEES POLICY 2019–20

(This policy covers the period from 1st September 2019 to 31st August 2020 and should be read in conjunction with our Admission Arrangements for Nursery Policy 2019–20.)

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 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 (or any similar funding scheme) will be calculated on an individual basis.

2.1 Booking options (from 1st September 2019)

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	five mornings (@ £15.00/session) = £75.00
B	Morning, 8.30am–12.30pm (incl. “paid for” childcare with the option of a school lunch for an extra £2.35*)	(3 hrs x £5.00/hr) + (£5.15 lunchtime supervision + £2.35 hot lunch*) = £22.50	five mornings PLUS lunchtime supervision PLUS hot lunch* (@ £22.50/session) = £112.50
C	Afternoon, 12.30–3.30pm (NO lunch)	3 hrs x £5.00/hr = £15.00	five afternoons (@ £15.00/session) = £75.00
D	Afternoon, 11.30am–3.30pm (incl. “paid for” childcare with the option of a school lunch for an extra £2.35*)	3 hrs x £5.00/hr) + (£5.15 lunchtime supervision + £2.35 hot lunch*) = £22.50	five afternoons PLUS lunchtime supervision PLUS hot lunch* (@ £22.50/session) = £112.50
E	Full day, 8.15am–3.45pm with a school lunch mandatory at a cost of £2.35)	(7½ hrs x £5.00/hr) + (£2.35 hot lunch*) = £39.85	five full days incl. lunchtime supervision & hot lunch* (@ £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 NOT AN OPTION.*

For more details about booking options, read the “Rules” section of the Admission Arrangements for Nursery Policy.

A voluntary contribution of £0.50 per day is requested to pay for morning/afternoon snacks.

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

- (a) five mornings per week (15 hours)
- (b) five afternoons per week (15 hours)
- (c) two full days (15 hours).

Subject to availability, additional sessions may be booked (see table, above, for details).

Christ Church will offer a place in 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 in 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

A 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:
 - Your child will no longer be able to attend day sessions and will automatically be offered morning or afternoon sessions dependant on available space as per their 15-hour Nursery Grant Funding free allocation.

- A weekly repayment plan will be offered.
- No further credit will be allowed until the amount owed has been paid in full.

(c) FEES FOUR WEEKS OVERDUE: Should there be no improvement in the situation (i.e. no further payments received by the school) 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), plus explaining that:

- Christ Church's Governing Body is (as of the date of the letter) giving four weeks' notice of the termination of the child's place in the nursery.
- Christ Church's Governing Body reserves the right to pursue the debt owed through a court claim.

(d) FEES EIGHT WEEKS OVERDUE: If fees remain unpaid after 28 days from the date of the second Headteacher's letter (see (c), above) the consequences set out in that letter (see (c), above) will be actioned so that:

- the child's place in the nursery has been terminated.
- Christ Church's Governing Body reserves the right to pursue the debt owed through a court claim.

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 3rd birthday and will last for three funding periods. Some working parents may be entitled to 30 hours free funding for children who are 3 from the term after their 3rd 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 EYE, 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

Parents who earn around £120 per week (equivalent to 16 hours at minimum wage) or more, may be 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 is 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. Two-year-old funding

Parents qualify for 2-year-old free early education and childcare if they live in England and get one of the following benefits:

- Income support (IS).
- Income-based Job Seekers Allowance (JSA).
- Income-related Employment and Support Allowance (ESA).
- Universal Credit – if you and your partner have a combined income from work of £15,400 or less a year, after tax.
- Tax Credits and you have an income of £16,190 or less a year, before tax.
- The guaranteed element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit four-week run on (the payment you get when you stop qualifying for Working Tax Credit).

A child can also get free early education and childcare if any of the following apply:

- They are looked after by a local authority.
- They have a current statement of Special Education Needs (SEN) or an Education, Health and Care (EHC) Plan.
- They get Disability Living Allowance.
- They left care under a special guardianship order, child arrangements order or adoption order.

Further advice is available 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 EYE. 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 the 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 COUNCIL
- COMPUTERSHARE VOUCHER SCHEME
- SOUTH GLOUCESTERSHIRE COUNCIL
- KIDDIVOUCHERS
- CARE4

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

The Nursery Fees Policy will be reviewed annually by the Headteacher and School Business Manager, with the aim of generating sufficient funding to cover the day-to-day running costs of the nursery so that high-quality care and education is provided for all pupils in the nursery.

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 (2019–20)* 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.

Childs name:

Parent/Carer name:

Signature:

Date:

Christ Church School Nursery

Termly Booking Form 2019–20

If you believe your child is entitled to 15 hours of FREE nursery education, please complete this **FREE 15-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 2019 <input type="checkbox"/> [tick as required]	Spring Term 2020 <input type="checkbox"/> [tick as required]	Summer Term 2020 <input type="checkbox"/> [tick as required]
(CLOSED: Mon 2 nd & Tues 3 rd Sept) Weds 4 th Sept – Fri 25 th Oct 2019 (CLOSED: Mon 28 th – Fri 1 st Nov) Mon 4 th Nov – Fri 20 th Dec 2019	(CLOSED: Mon 6 th Jan) Tues 7 th Jan – Fri 14 th Feb 2020 (CLOSED: Mon 17 th – Fri 21 st Feb) Mon 24 th Feb – Fri 3 rd Apr 2020	Mon 20 th April – Fri 1 st May 2020 (CLOSED: Mon 4 th – Tues 5 th May) Weds 6 th May – Fri 22 nd May 2020 (CLOSED: Mon 25 th – Fri 29 th May) Mon 1 st June – Fri 17 th July 2020

Booking options (from 1st September 2019)

Session options	Christ Church C of E First School Nursery fees	Cost per session (2019–20)
A	Morning, 8.30–11.30am (NO lunch)	3 hrs of FREE provision (NO LUNCH)
B	Morning, 8.30am–12.30pm (including “paid for” childcare with a school lunch for an extra £2.35*)	3 hrs of FREE provision + £5.15 lunchtime supervision + £2.35 cooked lunch* = £7.50
C	Afternoon, 12.30–3.30pm (NO lunch)	3 hrs of FREE provision (NO LUNCH)
D	Afternoon, 11.30am–3.30pm (including “paid for” childcare with a school lunch for an extra £2.35*)	3 hrs of FREE provision + £5.15 lunchtime supervision + £2.35 cooked lunch* = £7.50
E	Full day, 8.15am–3.45pm (including “paid for” childcare with a mandatory school lunch for an extra £2.35*)	7½ hrs of FREE provision + £5.15 lunchtime supervision + £2.35 cooked lunch* = £7.50

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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Parent/Carer name Signature Date.....

Christ Church School Nursery

Termly Booking Form 2019–20

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

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for the following term(s) [please tick as required]

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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
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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 (8.30am–3.30pm)					
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		Yes	Yes		
If B, D or E ... school lunch for £2.35	Yes			Yes	Yes

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