

Policy and procedure for Nursery Fees and Charges

AIM

We aim to provide a high quality Nursery education for all children from the age of three years.

We aim to ensure the financial stability of Mary Dean's CE Nursery by having a fair and consistent process for payment of fees.

POLICY

All parents are entitled to 15 hours' per week funded Nursery place starting the term after the child's third birthday.

Some parents may be entitled to 30 hours' funded place. Parents must provide the school with the code demonstrating this entitlement prior to the child taking up a Nursery place.

Some parents may wish their child to start Nursery as soon as they have had their third birthday. This can only be done in agreement with the school and with a guarantee of payment for fees incurred.

Some pupils will be entitled to Free School Meals through the Early Years Pupil Premium. Parents must demonstrate their eligibility prior to the child taking up a Nursery place. Free school meals can only be provided when the child is in Nursery for a full day.

Hours that are requested above the 15 or 30 hour funded limit will incur charges.

Hours requested and any associated charges will be made clear to parents, in writing, prior to a child starting at Nursery.

If a child is on holiday or unwell, the charges will still apply.

All payments must be made in advance to retain the Nursery place.

Any unpaid fees may result in the paid element of the Nursery place being withdrawn.

Children must be collected promptly at the end of a session. Parents/Carers who arrive late, without reason, may incur an additional charge.

PROCEDURES

Children may access a combination of morning, afternoon and lunch sessions according to an individual schedule, as agreed with the Nursery Leader (Mrs Wilson) and according to the funding entitlement.

Nursery sessions are:

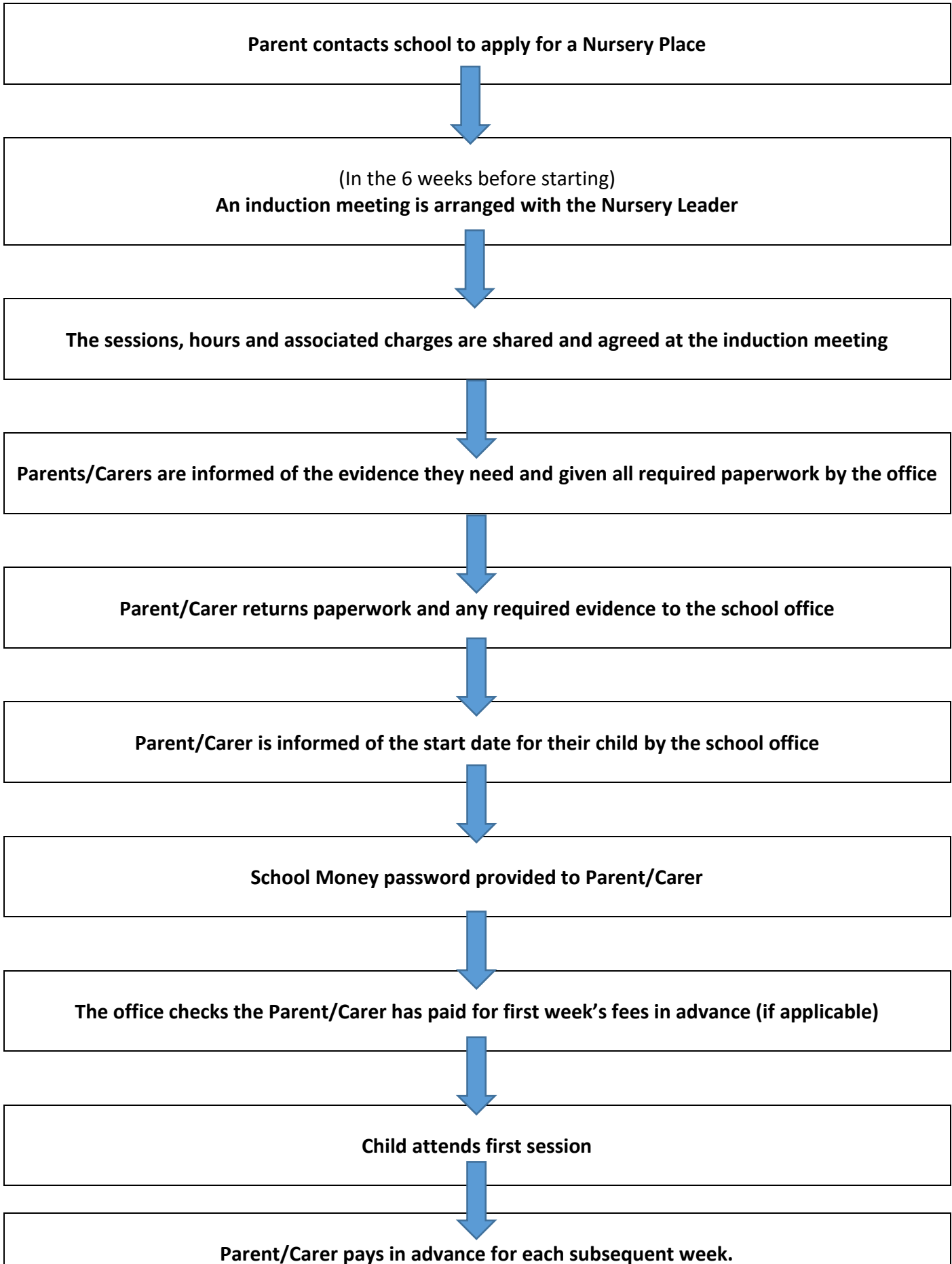
Morning session: 8.45-11.15

Lunch: 11.15-12.30

Afternoon: 12.30- 3pm

For pupils accessing 30 hours' funding, the session ends at 2.45 pm. A top up fee can be paid to extend the session to 3pm. Please ask when booking a place.

Sessions can only be changed when there is a school holiday break and will be subject to availability.



Charges will be made clear at the time of induction.

All payments must be made via the School Money system, in advance.

Full payment must be made by the end of the Friday prior to the week of the Nursery place.

At induction, The Nursery will fully inform Parents/Carers of the fee and payment structure of the Nursery, the sessions being paid for and the rate being charged.

The Nursery will accept payment via the School Money cashless system or by Childcare Vouchers

If a payment plan is agreed between a family and the Nursery, the Nursery reserves the right to withdraw that facility if payments are not made.

Non-payment of fees

Fees must be paid weekly, in advance, via School Money.

Should fees be in arrears, the Parent/Carer will be informed by text message on the first day of the week they are due.

Should fees remain unpaid, a letter will be written to the Parent/Carer on the fifth day of the week they are due.

If fees remain unpaid on the first day of week 2, the Nursery withholds the right to refuse the child access to Nursery facilities for paid sessions until the outstanding fees are paid in full.