



Information for Parents / Carers

Terms and Conditions

Fees and Payments

September 2017 – July 2018

This booklet contains all the information you will need as a parent / carer, relating to our charges, methods of payment and terms and conditions.

Please speak to the School office if you have any queries.



Head Teacher: Mrs Yvonne James Registered Charity No 528912

GENERAL INFORMATION

We offer:

- Free part time Nursery places from the beginning of the term following the child's third birthday (some free full time places may be available subject to Local Authority criteria – see back page)
 - Top up hours to increase the amount of time your child attends Nursery each week subject to availability (fees payable)
 - Breakfast and after school and holiday provision for children in the Nursery (fees payable)
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- Children in the **Nursery** have an entitlement to a free part time place of 15 hours a week for 38 weeks of the year, subject to availability. Some children may be entitled to a free full time place subject to Local Authority criteria.
 - Children may be entitled to 30 hours a week, to be used during the school day only. Parents will need to complete an online application form and provide Nursery with an eligibility code.
 - All other **Top up hours and Out of School Club places** have to be funded through the payment of fees. There are NO FREE PLACES for Top up and Out of School Club.
 - All **Top up hours and Out of School Club places** have to be booked and registration fees paid.
 - Parents purchasing Top up hours and Out of School Club provision must pay their fees even when their child is absent, **whatever the reason**.
 - Payment is not due for days that the Nursery is closed, e.g. for staff training. An anticipated number of closure days have been built in to the monthly payment to allow for this.
 - A list of current charges is always available and on display.
 - Working parents may be eligible for the childcare element of Working Tax Credit, which help towards childcare costs. Information about this is available from the Inland Revenue Helpline on 0845 300 3900, or from the Inland Revenue website. The Ofsted Registration No is EY312554.
 - **Nursery Top Up Hours and the Out of School Club are run as a business and are not funded by the Local Authority. The Head Teacher and office staff have to ensure that fees are paid promptly and in full, as it is this money which pays salaries of staff and all other costs for these additional hours.**

NURSERY MEALS

- **Children will need to bring a packed lunch**
- **Children may be eligible for provision of a free packed lunch if they qualify for a free school meal (see criteria on back page).**

NURSERY CHARGES from 1 September 2017

CHARGES FOR NURSERY TOP UP HOURS and OUT OF SCHOOL CLUB

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|------------------------------|-----------------|--|
| <u>Education Time</u> | 2.5 days | FREE 8.45 am – 3.00 pm Mon and Tues , 8.45 – 11.30 am Wed OR 12.30 – 3.00 pm Wed , 8.45 am – 3.00 pm Thurs and Fri |
| | 3 days | £79.50 per month x 10 months 8.45 am – 3.00 pm Mon, Tues and Wed OR 8.45 am – 3.00 pm Wed, Thurs and Fri |
| | 5 days | £356.85 per month x 10 months 8.45 am – 3.00 pm Mon - Fri |

Where the child has a free entitlement, the fees will be reduced by the amount of free entitlement funding received.

School Fund (all families - voluntary) **£6.50 per half term**

Breakfast Club (*includes breakfast*) **£7.50 per session** (7.30 am to 8.45 am Monday to Friday)

After-School Club (*includes tea*) **£13.00 per session** (3.00pm – 5.45 pm Monday to Friday)

Holiday Provision (subject to demand)

THESE FEES ARE SUBJECT TO CHANGE PENDING CONFIRMATION OF FUNDING FROM THE LOCAL AUTHORITY

NURSERY TOP UPS AND OUT OF SCHOOL CLUB

The criteria for allocation of Top up places if oversubscribed is the same priority order as the admissions criteria.

1. Registration Fees

- For **all provision**, a non-returnable registration fee of £20 (for nursery places) and £10 (for Out of School Club places) is required. This income is used to cover administration costs and resources such as a water bottle, badges, a legionnaire cap and other equipment for each child. These are yours to keep.
- Students who have their fees paid by their college or university can only be confirmed by the Nursery after funding has been agreed in writing by the fund provider. Parents who want their child to start Nursery prior to this written agreement being in place, must fund the place themselves. Once external funding ceases the parent becomes liable for full fees relating to their child's place. It is therefore important to remember to give two weeks' notice **in writing** when ending any Out of School Club arrangements.

2. Settling in fees

- In both Nursery and Out of School Club all children are settled in gradually and our monthly charges are calculated to take this into account. Payment is due on the 9th of September even if the induction phase is not yet complete.

3. Out of School Club

- Regular use of breakfast and after-school club is by prior arrangement with the Out of School Club Manager. It is necessary to book your days, and any change of days or increase / decrease in days, must be notified two weeks in advance **in writing** (also subject to availability).
- Some casual use may be possible. This is by arrangement with the Out of School Club Manager, and **full** payment must be made **in advance**, following completion of registration forms for the club and payment of a £10 registration fee.
- Once a casual day **is agreed verbally with the Out of School Club Manager**, that day must be paid for in advance regardless of attendance.

4. Payment of Fees

- Payment of fees is due on the 9th of each month, starting on 9th September and ending on 9th June.
- Fees are paid either:
 - by using our online facility at www.schoolmoney.co.uk. We now offer the facility for parents to make payments online for school activities such as school dinners, top-up fees, out of school club, school trips and school fund. Parents will need to make payments monthly and 'log on' details will be provided.
 - or by Employers Childcare Vouchers
 - **cash or cheque payments are no longer accepted**
 - standing order or BACS payments are no longer accepted
- Unfortunately we are not able to accept payments being made weekly, daily, or in arrears.
- **WE ACTIVELY PURSUE ALL DEBTS**, through an external **Debt Collection Agency**.

5. Late Payments

- Failure to pay cash payments by the 9th of the month will result in a £10 surcharge with immediate effect.
- Parents who have not paid their fees and surcharge within 7 days, may lose their Top up hours / Out of School Club place.

6. Notice To Leave

- All Top up hours are subscribed to for the full academic year. In exceptional circumstances, parents and carers should discuss any difficulties directly with the Head Teacher. Notwithstanding such, a minimum of 4 weeks' notice is required / fees will be incurred regardless of attendance.
- Out of School Club provision will require at least 2 weeks' notice **in writing** to leave. Fees will be incurred for two weeks from the day notice is given, regardless of attendance.

- When the funding ends for externally funded places, parents will immediately become responsible for payment of all fees and charges.

LATE COLLECTION OF CHILDREN

- The Nursery offers After School Provision. Please see our charges in this booklet.
- If a parent is late collecting their child and spaces are available, the child will be booked into the After School Club and charges will be incurred. **£7.50** will be payable up to 3.30pm or **£13** after 3.30 pm but before 5.45 pm to be paid upon collection. **If the school has received no contact from the parent the school will refer to its 'Left Behind Children policy'**
- Parents who collect their children late risk their Nursery place being reduced, restructured or terminated.
- Collection **after 5.45 pm** from After School Club, will incur a **£1 per minute** surcharge in all cases, **due in cash on the day.**

TERM DATES 2017 - 18

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| AUTUMN TERM 2017 | Monday 4 th September 2017 to Friday 20 th October 2017 | Monday 30 th October 2017 to Friday 22 nd December 2017 |
| SPRING TERM 2018 | Monday 8 th January 2018 to Friday 16 th February 2018 | Monday 26 th February 2018 to Thursday 29 th March 2018 |
| SUMMER TERM 2018 | Monday 16 th April 2018 to Friday 25 th May 2018 | Monday 4 th June 2018 to Friday 20 th July 2018 |

Closure Dates 2017 - 2018

The Nursery will be closed for National Bank Holidays.

In addition, the Nursery will be closed for 5 Teacher Training Days and a number of days during the induction phase in September ~ these dates have yet to be decided but we will inform you of them as soon as they are available.

AGGRESSION TOWARDS STAFF

Our aim is for the Nursery to be a happy and safe place for children, parents and staff. Therefore **we do not tolerate** intimidating, aggressive, threatening or abusive behaviour within the Nursery or against any of our staff, either in person or on the telephone. If such behaviour does occur we will take action and deal with it robustly, involving the Police and Local Authority if necessary.

This can result in the person concerned being banned from the premises and facing the possibility of legal action.