

# West Haddon Endowed School

## Policy Document Nursery Pricing Policy

‘Where Happiness Promotes Success’

### OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

West Haddon Nursery offers sessional care, five days a week for children from the age of two years to four years old. This pricing policy details the charges that the Nursery levies across the services it provides.

#### **Early Years Grant Funding**

West Haddon Nursery rely on Early Years Grant Funding and extra sessions that attract a fee for the day to day running and staffing of the Nursery.

All three to four year olds are entitled to funded childcare for up to fifteen hours per week over the thirty-eight week school year. This is from the full term following their third birthday. If you wish to use your child’s grant funding at West Haddon Nursery, please inform us of this, so that we can make the grant application on your behalf.

From September 2017 the government has increased the funded childcare allowance for eligible working families from (up to) 15 hours to (up to) 30 hours a week. From April 2024 the government is funding up to 15 hours per week for eligible 2 year olds. The 30 hours extended entitlement and 2 year funding is designed to support working parents to manage the cost of childcare, support into work and enable parents to increase the amount of hours they already work. Parents should check their eligibility via the West Northamptonshire Council website.

<b>Prepared by:</b>	David Rosevear	<b>First Issued:</b>	February 2017
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<b>Page 1 of 4</b>		<b>Next review due:</b>	October 2025

The West Haddon Nursery follows the Primary School term dates which work out at 38 weeks.

Children who are 3 between:-	Become eligible for up to 15 hrs of grant funding-
1 <sup>st</sup> April – 31 <sup>st</sup> August	September
1 <sup>st</sup> September – 31 <sup>st</sup> December	January
1 <sup>st</sup> January – 31 <sup>st</sup> March	April

Grant funding is claimed at the start of each term for your child. Once the claim has been made we are unable to make any changes to the claim until the following term. Any additional hours you may require for your child will attract a session fee. The fees from January 2025 are detailed below:

<b>Session (3* &amp; 4 year olds)</b>	<b>Time</b>	<b>Cost</b>
Morning (includes mid-morning snack)	8.45am – 12.30pm	£18.49
Afternoon (includes mid-afternoon snack)	12.30pm – 3.30pm	£14.79
Full day (includes mid-morning and mid-afternoon snack)	8.45am – 3.30pm	£33.28
<b>Session (2 year olds)</b>	<b>Time</b>	<b>Cost</b>
Morning (includes mid-morning snack)	8.45am – 12.30pm	£27.64
Afternoon (includes mid-afternoon snack)	12.30pm – 3.30pm	£22.11
Full day (includes mid-morning and mid-afternoon snack)	8.45am – 3.30pm	£49.75

The term following third birthday\*

Please note there is no option to pay for part of a session.

In order to ensure that we have the correct staff to child ratio it is essential that we know when your child will be attending and if you require any additional sessions, so that we can organise our staff accordingly; therefore we are unable to make mid-term changes. If you do need extra sessions or would like to claim additional grant funded hours, we require notification prior to the start of the following term.

If you are already claiming your grant funding in another setting and would like to move your child to West Haddon Nursery you would need to do this at the start of the next school term.

### **Invoicing**

Invoices will be sent to parents/carers half termly in advance where possible. Payment is due within thirty days of the date of the invoice.

### **Method of Payment**

We accept childcare vouchers, BACS payments, cash or cheque. Cheques should be made payable to WNC West Haddon School.

### **Outstanding Fees**

Should you experience any difficulty in paying your child's fees it is important that you contact the School Office upon receipt of the invoice.

We are happy to make alternative arrangements for parents who are experiencing financial difficulty and this will prevent any undue stress when trying to recover outstanding charges.

If the debt remains unpaid after thirty days a further reminder will be sent. Should the fees still be outstanding 14 days from the date of the reminder an administration charge of 5% of the debt will be charged.

At this stage the Governing Body may refuse the debtor any further access to the school facilities until the debt is paid. The Governing Body will decide if the debtor is to be permitted to make further use of the school facilities.

Once this point has been reached and the fees are still outstanding, West Haddon Nursery reserves the right to offer your child's place to another child on the waiting list. In order to prevent these measures being taken please contact the School Office as soon as possible.

### **Non-attendance**

Should your child not be able to attend a grant funded session you must contact the Nursery as soon as possible. We are audited regularly by West Northamptonshire Council in order to ensure that we are claiming the correct level of funding for each child. West Northamptonshire Council reserve the right to withdraw the funding from the school if they feel that a child is not attending regularly enough to have the funding in place. This means that any sessions the child has attended from the beginning of the term that the funding is being withdrawn needs to be paid for by the parent/carer. An invoice will be sent accordingly and will need to be paid within thirty days of receipt.

### **Pay and Drop Sessions**

West Haddon Nursery offer the facility to be able to offer a Pay and Drop service. This enables parents/carers to drop their children off for a morning/afternoon/all day session subject to appropriate staffing levels and numbers of children in attendance that day. Notice is required to ensure that we have the space available and payment is required on or before the ad hoc session is due to take place.

### **Late Pick Up Charge**

Should a child be picked up later than 12.35pm after a morning session or 3.35pm after an afternoon session the parents/carers will be charged £5 per 5 minutes or part thereof until the child is collected. This late pick up charge is payable on the day of the occurrence.

### **Notice**

We plan our staffing levels and budgets well in advance. In order to be able to do this we require written notice at least the half term before you wish to withdraw your child from West Haddon Nursery or reduce their sessions. Otherwise fees in lieu of notice will be payable.

### **Refunds**

No refunds are made for sickness or absence from the Nursery.

### **Closures**

In the event that the Nursery is forced to cancel sessions we will endeavour to give as much notice as is reasonably possible. The Nursery reserves the right to offer replacement sessions in lieu of refunds.