



Nursery Charging & Remissions Policy

Review Date: May 2025

Next review Date: May 2026

Adopted by the Governing Body on-19th May 2025

Review

The governing body reviews this policy annually. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

VERIFICATION CERTIFICATE

Document Title:	Nursery Charging and Remissions Policy
Issue:	3
Reviewer:	Karl Turner
Position:	Business Manager
Signature:	
Date:	14 th May 2025
Approver: (on behalf of the Governing Body)	Nic Dowler
Position:	Chair
Signature:	<i>N. Dowler</i>
Date:	19 th May 2025

DOCUMENT ISSUE/AMENDMENT HISTORY

(previous versions not numbered nor amendments noted)

Issue	Date	Amendment
1	31 October 2022	Policy reviewed and updated for full governor ratification
2	14 th May 2024	Rates updated and added references to 2 year old Govt funding, as well as additional payment options.
3	14 th May 2025	Policy reviewed and rates updated. Amendments in purple

Introduction

Our Nursery is an educational establishment and is not permitted to operate at a loss, nor to operate as a profit-making organisation. We charge fees for each session of the Nursery to cover our costs and to benefit children in the Nursery. This policy sets out the current charges made for each child attending the Nursery and the timing of payments.

Charges for sessions

Nursery charges for each session are as follows:

Nursery Fees Per Hour	£6.30 per hour*
Morning Session: 8.45am – 11.45am	3 hours
Lunch Session: 11.45am – 1.15pm	1.5 hours
Afternoon Session: 1.15pm – 3.15pm	2 hours
All day Session: 8.45am – 3.15pm	6.5 hours

*Nursery fees are charged per session, rather than per hour. £6.00 until 31/08/25, £6.30 from 01/09/25 onwards

We will review our fees during the course of your child's time at the Nursery, and may increase them. We will give you notice of any increase not later than the final day of the term before the increase is to take effect. Fees are typically reviewed in the Summer term, with increases likely with effect from September each year.

Funded Childcare

- Currently, eligible working parents of 3 and 4-year-olds can access **30 hours of childcare** support.
- Eligible working parents of 2-year-olds are also now able to access 15 hours **childcare** support **per week, for 38 weeks of the year. From September 2025, this will increase to 30 hours per week.**
- From **September 2024**, 15 hours childcare support will be extended to eligible working parents with a child from 9-months-old
- From **September 2025**, support will reach 30 hours for eligible working parents with a child from 9-months-old up to school age.

Children are eligible for government funding from the term **after** they turn the relevant age. The sessions attended may be spread across more than 1 setting. Funding may be available up to 30 hours per week.

Understanding the cost of childcare, and what type of funding you may be eligible for can be perplexing - detailed information on funding for 2, 3 and 4 year olds can be found using the following links <https://www.gov.uk/tax-free-childcare> and <https://www.childcarechoices.gov.uk/>.

If you are in receipt of a 2-Year-old funding code you must provide us with a copy of the confirmation which includes the code and the start date.

Parents are only invoiced for sessions not covered by the government funding. For example, parents of a 3-year-old eligible for government funding, that attends 5 morning

sessions per week would not need to make any additional payment, provided that the government funding is not being claimed for sessions at other settings.

Timing of payments

Payments for sessions not covered by the government funding are due each term, based on the 6-term year. An invoice will be sent to each family at the beginning of a term and payment is due within 14 days. Payment can be made by ParentPay, cash, cheque, or by using childcare vouchers. If you are using childcare vouchers or Tax-Free Childcare please inform us and provide any codes where applicable so that we can allocate funds.

Refunds

Refunds are not made for sessions missed by a child, for example, due to illness or holiday or for sessions missed because of the temporary closure of the Nursery, for example, due to bad weather. This is because the Nursery overheads such as rent and staffing costs still have to be covered.

Late Collection

The school reserves the right to impose additional charges for persistent late collection of children or for the non-collection of children, to cover the additional staff costs incurred.

We appreciate that sometimes parents/carers are unavoidably detained. However, late collection of children puts pressure on staff; either because staffing is organised to ensure that ratios are maintained at all times or because they are waiting to go home after a hard day's work. As a result of this, our late collection policy is as follows:

- The first time a parent is late, they will be informed of the late collection procedure.
- Parents/carers will be verbally made aware of the late fee (£5 per 15 minutes)
- The fee will be added to the next term's invoice

Non-payment of fees

If payment has not been made by the date stated on the invoice then the child's place at Nursery will be at risk. Invoices outstanding for more than 30 days may incur additional interest charges at 4% above the Bank of England base rate from time to time, on the outstanding balance.

You will also be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you.

We may also inform any other school or educational establishment to which you propose to send your child, or any outstanding fees.

Changes to sessions/leaving the Nursery

Unfortunately, we are unable to accommodate short term changes to Nursery sessions such as changing from a Wednesday morning to a Thursday afternoon for one week only, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

One term's notice (based on the 6-term year) is required if a child leaves the Nursery.

Government Funding

Children must remain in the Nursery for a minimum of 2 weeks in order to be eligible for the free entitlement funding. If parents remove their child before the qualifying period is over, they will be liable for all costs incurred.

Government funding may be withdrawn if the child is absent due to sickness or any other reason for more than two weeks in any term. If funding is withdrawn, we reserve the right to invoice for full fees owed.

Parents / carers need to apply for a childcare code from the Government. These codes need to be renewed every three months. Funding must be applied for by the following deadlines for each term:

- 31st August for Autumn Term
- 31st December for Spring Term
- 31st March for Summer Term

If a childcare code is not provided, (or the funding application is later rejected by the Government) but the child proceeds to attend nursery sessions, then these sessions will be charged at the private rate as outlined above.

Additional fees

Hot lunches will be available daily at £2.85 per meal, and Breakfast Club which starts at 8am is charged at £2.60 per morning.

Nursery children may be eligible for free school meals, depending on individual circumstances. Eligibility can be checked by visiting:
<https://apply.cloudforedu.org.uk/ofsm/sims>