



Rise Park

Sunbeams Nursery

Charging Policy 2021/22

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Approved by the Board of Directors at its meeting on

Signed: (Chair)

Date:

Policy review frequency: Annually

15 hours Funded Places

Every parent is entitled to free 15 hours of weekly childcare for children aged 3 and 4. We will offer 15 free hours of early education a week (38 weeks term time only).

The 15 free hours can be taken over 3 hours a day in either an am or pm session:

The Morning Session will run from 8.30am until 11.30pm.

The Afternoon Session will run from 12.30pm until 3.30pm.

30 hours Funded Places (for eligible families):

We will offer 30 free hours of early education a week (38 weeks term time only) for families where we are in receipt of an eligible HMRC issued and Local Authority validated 11 digit code.

Parents are not required to take up all the hours (e.g. they could opt for 20 free hours) and the additional hours can be used in alternative child care provisions e.g. a child-minder.

The 30 free hours a week is to be taken between 8.30am and 3.30pm during term time.

If the full 30 hours are taken, the morning session will run from 8.30am until 11.30am. The afternoon session will run from 12.30pm until 3.30pm.

Charged Places

Each 3 hour session above funded hours will be charged at **£18**. This is comparable to other local settings. (Funded places provide £4.80 per hour).

We will accept cash, cheques, childcare vouchers or payments via the school's chosen online payment system.

Payments will be invoiced half-termly in advance. There will be no refunds for sessions not attended. Refunds will only be given if the session is cancelled.

Notice Period

Our notice period for those relinquishing a Nursery place will be 4 term time/school weeks.

This will be written as a condition into the original offer of a place.

Lunchtime session

An optional charged lunchtime session costing **£5** a day will be run between 11.30 and 12.30. Parents will be expected to provide their child with their own packed lunch. The option to pay an extra **£2** for a hot school meal may be made available at a later date.

Lunchtime sessions will be prioritised for those pupils attending both the am and pm sessions on that day.

Where there is a demonstrated case of financial hardship the Executive Headteacher may, at their discretion, waive charges for lunch time supervision for a child that is attending a full day's nursery provision.

Payments will be taken in advance for all lunchtime sessions.

Late pick-up fees

Children who are collected more than 15 minutes late from a **morning session** will be charged the full cost of the lunchtime session. After 30 minutes a lunch will be provided and a further £5 charged.

Children who are collected more than 15 minutes late from an **afternoon session** will be charged as follows:

£5 per 15 minutes or part thereof (1st 45 minutes)

£10 per 15 minutes or part thereof (after 1st hour)

Outstanding debtors

Invoices will be sent to parents both in hardcopy and e:mail. The amount of the invoice will be added to their sQuid account.

- **14 days to make the payment**

The invoice will clearly state 14 days to make payment.

- **£25 admin charge added to the invoice if failure to pay by this date**

If no payment is received or no attempt to contact the Finance Officer, then a further invoice will be issued for a £25 admin charge.

- **Withdraw nursery place after 1 month of outstanding debt**

The child's place is withdrawn and offered to other prospective parents. Refusal of entry to the nursery.

Wrap-around Care

We are currently consulting further on breakfast club, after-school club and holiday clubs.

Should there be sufficient demand a separate sub-project will be set up to establish this provision.