



## Leintwardine Endowed C.E. Primary School

### Charging Policy for Nursery

Approved by:	Headteacher	Date: 10/03/2023
Last reviewed on:	10/03/2023	
Next review due by:	10/03/2023	

- The nursery offers childcare of the highest quality to the local community, and in line with Ofsted's staff to child ratio guidelines.
- The availability to staff and resources necessary to engage children in activities that meet the EYFS requirements.
- The nursery is open term time only, therefore parents are not charged when the nursery is closed.

#### **Main Policy Points**

- 1) Leintwardine Nursery is registered with Herefordshire Council's Children and Young Person's Directorate to receive Nursery Education Funding. This entitles children to up to 15 hours per week free nursery education from the term after they turn three years old. .
- 2) This may be:
  - a) Taken over a minimum of 3 days to a maximum of 5 days in a week.
  - b) As a minimum of 3.75 hours to a maximum of 6.5 hours in any one day.
  - c) Taken between the hours of 9am and 3.30pm.
  - d) Shared between two providers.

**We also have, subject to availability, some 30 hour funded places.**

**These may be:**

- e) Taken over a minimum of 4 days to a maximum of 5 days in a week.
- f) As a minimum of 3.75 hours to a maximum of 6.5 hours in any one day.
- g) Taken between the hours of 9am and 3.30pm.
- h) Shared between two providers.

Parents and carers will be required to fill in a parent declaration form at the beginning of the term of entitlement or when a child starts for mid-term entrants. These are sent out by the nursery administrator and must be returned by the deadline to ensure that funding is secured. Fees for private hours are then calculated after deducting the free hours.

- 3) Full fees are charged to parents for all absences.
- 4) Written notice of 4 term-time weeks must be given for cancellation of a child's place.
- 5) Parents will be charged a late collection fee of £5.00 for anything up to the first 20 minutes. If collection is more than 20 minutes late this increases to £10.00 for each 30 minutes thereafter.
- 6) Bills are issued every half term and are payable using the school payment system Scopay. You will be given joining instructions during the first week that your child is in nursery.
- 7) Non payment of fees in a timely fashion may result in a child's place being suspended until full payment is made.
- 8) The standard rate for the academic year 2022-2023 is
  - a) £5.50 per hour for 2 year olds.
  - b) £5.00 per hour for 3 and 4 year olds.

**Fees are revised annually and will take effect from 1<sup>st</sup> September.**

**This policy is accepted automatically when children start at Leintwardine Nursery**