



Letting Our Light Shine

Leintwardine Endowed C.E. Primary School

Charging Policy for Nursery

Approved by: Headteacher **Date:** 19/07/2023

Last reviewed on: 19/07/2023

Next review due by: 01/07/2024

- 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 (NEF). This entitles children up to 15 hours per week free nursery education from the term after they turn three years old. Depending on your circumstances you may be entitled to funding the term after they turn two 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 (half day) to a maximum of 6.5 hours (full day)
 - c) Taken between the hours of 9am and 3.30pm
 - d) Shared between two providers

You may be entitled to a 30 hour funded place, subject to availability, 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

Once we have agreed to a place for your child. 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 must be returned to the office by the requested date, to ensure that funding is secured. Fees for any private hours over and above funded hours will be charged.

- 3) Full fees are charged to parents for all absences, illness, holiday, early collection etc.
- 4) Written notice of 4 term-time weeks must be given for cancellation of a child's place, full fees are charged during this period
- 5) Parents will be charged a late collection fee of £5.00 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) Invoices are issued every half-term, payable within 2 weeks
- 7) Non-payment of fees, may result in a child's place being suspended until full payment is made, or withdrawn
- 8) The standard fee rates for the academic year 2023-2024 are:
 - a) £6.50 per hour for 2 year olds
 - b) £6.00 per hour for 3 and 4 year olds

Fees are revised annually and will take effect from 1st September.

This policy is automatically accepted when the Confirmation of Hours form is completed.

N.B. To check your entitlement <https://www.gov.uk/childcare-calculator>