





Nursery Charges Policy

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Abstract: This policy sets out the fees and potential charges for parents of children attending Lent Rise Nursery

Approved by:	Mrs M Young Chair of Governors	
Approved by:	Mrs J Watson Headteacher	
Last reviewed on:	15/01/2024	
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Lent Rise Nursery' is operated at Lent Rise School, Coulson Way, Burnham, Buckinghamshire SL1 7NP.

Notice Period

Due to the long-term commitment we make when reserving a child's place, we require a minimum of 4 weeks written notice to reduce or cancel a child's normal booking.

Increasing a booking is subject to availability.

The Early Years Nursery Funding Scheme is in place with Buckinghamshire Council, subject to agreement and availability of places.

Hours of operation

Monday to Friday :- Term time only, excluding training days

**Morning session - 8.45am to 11.45 am
Lunch session - 11.45am to 12.15pm
Afternoon session - 12.15pm - 3.15pm**

Monthly fees

- Monthly fees are payable at the prevailing fee schedule, one month in advance unless funded by the local authority.
- Payments will need to be made through Parentmail.
- The setting reserves the right to increase said fees at any time giving one calendar months' notice of the proposed increase to parents.
- Monthly fees include all sick days and holidays taken as these are paid days.
- Any statutory holidays will be deducted from your monthly bill.
- Fees are based on booked days not attendance.
- Refunds and credits will not be given for days where your child does not attend due to sickness or holiday.
- We do not allow swapping of days unless it is permanent and there is availability, we will try to accommodate swapping of days in cases of emergency or under special circumstances.

Termination

The nursery reserves the right to suspend or terminate care of any child without notice, should it be deemed necessary for the overall safety and well-being of staff and/or other children in our care.

Government funding

- From the term following a child's 3rd birthday a child may be entitled to 15 or 30 free hours of nursery education for 38 weeks of the year, depending on eligibility.
- Parents who qualify for 30 hours of funding will need to provide a code provided by central government to confirm their eligibility.
- Parents may also pay with childcare vouchers.

- Parents are able to check to see what they *may* be entitled to by using a government portal www.gov.uk/childcare-calculator and filling in some basic information; this will give them an indication of whether they could be eligible for 3 year old funding, 15 or 30 hours childcare.

Please note it is the parent's responsibility to ensure any government funding codes are provided to the nursery by the deadline date each month. Failure to do so may lead to suspension or termination of care.

Payments

- All parents paying for sessions will be charged one month in advance and will be due for payment immediately, a fine may be charged for late payments.
- Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.
- Extra hours are billed at the session rate.
- Fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days and holidays booked.)
- Private session charged are at £20 per session.

Lunch charges

- Parents will need to pay lunch supervision costs via Parentmail. Lunch supervision covers the cost of staff time and does not include provision of food which must be arranged and paid for separately.
- Lunch supervision costs are charged at £3.50 per day, (£0.00 for those eligible for EYPP). Parents must provide a packed lunch or arrange for a lunch through our school lunch supplier.

Nursery lunch and additional sessions

If it is deemed there is a demand for nursery lunch or additional sessions above the government funded sessions, to be operated by the school and the school has the facilities and staffing to offer the same, then the governing body can approve the operating of the sessions. The charge should cover the costs above but also the Headteacher may to allocate free places to pupils who may benefit from the use of the lunch and sessions but have not the funds available to pay themselves. Pupil premium funds can be used to pay for these pupils if the qualify for same.

Late arrivals and pick-ups

Parents must inform the school immediately if they will be arriving later than the pre-arranged time to pick up their child. It is the parents' responsibility to ensure that children are picked-up at the end of the session. If you are not able to pick-up a child alternate arrangements must be made.

Late collection fees, will apply for any late pick up. This will be charged at £5 for the first 15 minutes of late collection and £5 for every 15 minutes after this.

Withdrawal

Parents agree that a minimum notice of four weeks (notice to given in writing) will be given for permanent withdrawal of or reducing hours of any child from care or agree to pay one month's fee in lieu. The responsibility is of the parents to ensure that the notice has been received by the office. No exceptions will be made.

School resources

Lent Rise Nursery will be providing resources to help enhance the children's learning throughout. The Nursery will be setting up a fund. Contributions are voluntary; there is no obligation to make one and families should donate only if they are able to. The nursery will be asking for a suggested donation of £10 a term.

Nappies

Each child should bring their own supply of resources of items, such as nappies, wipes, nappy rash creams, nappy sacks and spare clothes. These need to be provided by the parents/guardians.

The school will have spare resources available, however constant need or use of these school resources will result in a charge.