

# West Haddon Endowed School

## Policy Document Nursery Pricing Policy

‘Where Happiness Promotes Success’

### OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

West Haddon Nursery offers sessional care, five days a week for children from the age of two years to four years old. This pricing policy details the charges that the Nursery levies across the services it provides.

#### **Early Years Grant Funding**

West Haddon Nursery rely on Early Years Grant Funding and extra sessions that attract a fee for the day to day running and staffing of the Nursery.

All three to four year olds are entitled to funded childcare for up to fifteen hours per week over the thirty-eight week school year. This is from the full term following their third birthday. If you wish to use your child’s grant funding at West Haddon Nursery, please inform us of this, so that we can make the grant application on your behalf.

From September 2017 the government has increased the funded childcare allowance for eligible working families from (up to) 15 hours to (up to) 30 hours a week. The 30 hours extended entitlement is designed to support working parents to manage the cost of childcare, support into work and enable parents to increase the amount of hours they already work. Parents should check their eligibility via the Northamptonshire County Council.

The West Haddon Nursery follows the Primary School term dates which work out at 38 weeks.

<b>Prepared by:</b>	David Rosevear	<b>First Issued:</b>	February 2017
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Children who are 3 between:-	Become eligible for up to 15 hrs of grant funding-
1 <sup>st</sup> April – 31 <sup>st</sup> August	September
1 <sup>st</sup> September – 31 <sup>st</sup> December	January
1 <sup>st</sup> January – 31 <sup>st</sup> March	April

Grant funding is claimed at the start of each term for your child. Once the claim has been made we are unable to make any changes to the claim until the following term. Any additional sessions you may require for your child will attract a session fee. The fees from January 2020 are detailed below:

<b>Session (3* &amp; 4 year olds)</b>	<b>Time</b>	<b>Cost</b>
Morning (includes mid-morning snack)	8.45am – 12.30pm	£16.12
Afternoon (includes mid-afternoon snack)	12.30pm – 3.30pm	£12.90
Full day (includes mid-morning and mid-afternoon snack)	8.45am – 3.30pm	£29.02
<b>Session (2 year olds)</b>	<b>Time</b>	<b>Cost</b>
Morning (includes mid-morning snack)	8.45am – 12.30pm	£18.00
Afternoon (includes mid-afternoon snack)	12.30pm – 3.30pm	£14.40
Full day (includes mid-morning and mid-afternoon snack)	8.45am – 3.30pm	£32.40

The term following third birthday\*

Please note there is no option to pay for part of a session.

In order to ensure that we have the correct staff to child ratio it is essential that we know when your child will be attending and if you require any additional sessions, so that we can organise our staff accordingly; therefore we are unable to make mid-term changes. If you do need extra sessions or would like to claim additional grant funded hours, we require notification prior to the start of the following term.

If you are already claiming your grant funding in another setting and would like to move your child to West Haddon Nursery you would need to do this at the start of the next school term.

### **Invoicing**

Invoices will be sent to parents/carers half termly in advance where possible. Payment is due within thirty days of the date of the invoice.

### **Method of Payment**

We accept childcare vouchers, BACS payments, cash or cheque. Cheques should be made payable to NCC West Haddon School.

### **Outstanding Fees**

Should you experience any difficulty in paying your child's fees it is important that you contact the School Office upon receipt of the invoice.

We are happy to make alternative arrangements for parents who are experiencing financial difficulty and this will prevent any undue stress when trying to recover outstanding charges.

If the debt remains unpaid after thirty days a further reminder will be sent. Should the fees still be outstanding 14 days from the date of the reminder an administration charge of 5% of the debt will be charged.

At this stage the Governing Body may refuse the debtor any further access to the school facilities until the debt is paid. The Governing Body will decide if the debtor is to be permitted to make further use of the school facilities.

Once this point has been reached and the fees are still outstanding, West Haddon Nursery reserves the right to offer your child's place to another child on the waiting list. In order to prevent these measures being taken please contact the School Office as soon as possible.

The following extract has been taken from the Northamptonshire County Council document '*Delivery of the Free Childcare and Education for 2 year olds and the Free Entitlement for 3 and 4 year olds Terms and Conditions for Providers Working with Northamptonshire County Council*'

#### REFUSING ACCESS TO FUNDED PROVISION TO THE CHILDREN OF FAMILIES OWING MONEY TO A SETTING

4.6.1 The authority will, in exceptional circumstances and as a last resort, allow providers to refuse access to funded places to children where the child's family already owe the setting money for services provided outside of the Free Childcare and Education for 2 year olds and the Free Entitlement for 3 and 4 year olds. This policy is intended to support providers in their attempts to achieve financial viability and sustainability, it is not intended to disadvantage children in any way. The authority will take all reasonable steps to find any child excluded from a specific setting as a result of this policy a funded place elsewhere.

4.6.2 The authority recommends that providers who may wish to use this policy amend their admissions policies to include this right. 4.6.3 The decision to deny a child access to a funded place can only be valid for the setting actually owed money. It is not transferable between settings even where the settings are owned by the same provider(s).

4.6.4 The authority believes that providers who maintain contact with families that owe money is often the best option in terms of getting debts reduced and repaid. Thus, the right to deny access should only be used as a last resort where all other reasonable approaches have failed and the family are not co-operating with the provider to clear the debt.

4.6.5 The provider must notify NCC in writing of any decision to deny access to a child, giving full background details.

4.6.6 For a child already in attendance at a setting the decision to refuse access to the Free Childcare and Education for 2 year olds and the Free Entitlement for 3 and 4 year olds can only be implemented after the end of a funding block and the family must be given reasonable notice of the decision. Notice can be given before the end of a funding block to take effect at the end of the same block.

4.6.7 The decision to deny access can be immediate for a child applying for a place at settings already owed money by the family for services delivered outside of the Free Childcare and Education for 2 year olds and the Free Entitlement for 3 and 4 year olds by that provider.

4.6.8 None of the above in anyway reduces or removes the authority's obligation to try to provide access to funded places for every child in the county. The funding administration team will contact any family denied access to the funded places

under this policy and offer help in finding alternative provision to meet the family's needs.

### **Non-attendance**

Should your child not be able to attend a grant funded session you must contact the Nursery as soon as possible. We are audited regularly by Northamptonshire County Council in order to ensure that we are claiming the correct level of funding for each child. Northamptonshire County Council reserve the right to withdraw the funding from the school if they feel that a child is not attending regularly enough to have the funding in place. This means that any sessions the child has attended from the beginning of the term that the funding is being withdrawn needs to be paid for by the parent/carer. An invoice will be sent accordingly and will need to be paid within thirty days of receipt.

### **Pay and Drop Sessions**

West Haddon Nursery offer the facility to be able to offer a Pay and Drop service. This enables parents/carers to drop their children off for a morning/afternoon/all day session subject to appropriate staffing levels and numbers of children in attendance that day. Notice is required to ensure that we have the space available and payment is required on or before the ad hoc session is due to take place.

### **Late Pick Up Charge**

Should a child be picked up later than 12.35pm after a morning session or 3.35pm after an afternoon session the parents/carers will be charged £5 per 5 minutes or part thereof until the child is collected. This late pick up charge is payable on the day of the occurrence.

### **Notice**

We plan our staffing levels and budgets well in advance. In order to be able to do this we require written notice at least the half term before you wish to withdraw your child from West Haddon Nursery or reduce their sessions. Otherwise fees in lieu of notice will be payable.

### **Refunds**

No refunds are made for sickness or absence from the Nursery.

### **Closures**

In the event that the Nursery is forced to cancel sessions we will endeavour to give as much notice as is reasonably possible. The Nursery reserves the right to offer replacement sessions in lieu of refunds.