

# The Killigrew Partnership

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## King Charles Nursery Charging Policy MARCH 2017

### Entitlement

It is not a requirement for us to provide places for the extended hours free entitlement; 30 hour funding. However, we are currently in the position to offer a small number of places at our nursery; numbers are restricted as we wish to continue to offer flexible provision to our families. Up to five places will be allocated and eligible parents are able to apply for a 30 hour place against the admission criteria. Please see the King Charles Nursery Admission Policy for more information

With regards to all other places, King Charles Nursery is able to offer 15 free hours from the term following a child's third birthday up until they reach compulsory school age, for every child irrespective of background or family circumstances.

Regulations prescribe that children become eligible for a free place on the dates set out below:

A child born in the period	Will become eligible for a free place
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following a child's 3 <sup>rd</sup> birthday (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following a child's 3 <sup>rd</sup> birthday (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following a child's 3 <sup>rd</sup> birthday (Summer school term)

### Aims of the Policy

Ensure that charges are fair and affordable.

To uphold the Government's policy of free entitlement by offering 15 hours a week to parents. Parents are able to access an additional 15 hours a week from alternative providers.

Ensure that childcare is flexible and meets the needs of working parents.

Ensure that parents can identify on their invoice the charges made in relation to additional hours above the 15 free hours being offered.

A review will be made each year in April to be implemented in the Autumn Term.

Any increase in charges will be made primarily to sustain the Nursery provision.

Parents will be informed well in advance of any increase in charging (1 term).

### Child Care Charges

Child care provision will be available from 8.30 am to 3.00pm, five days a week for 38 weeks of the Year (190 days).

Parents are not obliged to purchase additional hours in order to secure a free place.

The charging policy covers children accessing day care additional to Early Years Foundation Stage funded education.

Any provision beyond 15 hours will be charged to the parent.

The costings are based on resource requirements to meet Early Years Foundation Stage requirements as specified by Ofsted.

### **Pricing Structure**

Additional childcare may be purchased at £4.00 per hour from September. Charges will be for the duration of sessions (3 hours per session = £12.00) booked irrespective of the length of stay.

An additional charge of £5.00 per day will be made for children staying over the lunchtime period. This includes the cost of a school lunch.

A charge of £2 per month will be charged to cover the cost of daily fruit and cooking ingredients.

An additional charge of £5.00 will be charged for any part of each ½ hour in respect of late pick up for any session. This is to cover additional staffing costs incurred. When parents are persistently late the school reserves the right to cancel the child's place.

### **Payment Details**

Parents will be invoiced for sessions attended above 15 hours free entitlement.

The lunchtime session does not attract nursery funding and is therefore, charged in full.

All fees are invoiced in advance on the first day of each month and should be paid within 14 working days.

Payment can be made by electronic debit transfer, direct debit or standing order in preference to cash or cheque. Any charges arising from payment in un-cleared funds will be passed on to the parent.

The school accepts childcare vouchers as payment or part payment of fees.

Charges will be made for sessions when the nursery is closed due to circumstances beyond the school's control e.g. extreme weather or for health and safety reasons. This is because the overheads of the Nursery, such as staffing, still need to be covered.

No refunds will be made for sessions not attended.

Voluntary contributions may be requested for additional events such as visits or special occasions. Parents will be notified of these in advance.

The notice period for withdrawing from the Nursery is half a school term.

### **Non-payment of fees**

If payment has not been received within 4 weeks of the invoice date then the school reserves the right to cancel the child's place.

Payment of unpaid fees will be recovered in accordance with the school's Bad Debt Policy as recommended by Cornwall Council.

### **Support for Childcare Costs**

Parents can access a range of tax benefits and grants to support childcare costs. Information can be found on the Family Information Service website [www.fis.gov.uk](http://www.fis.gov.uk).

The school is an Ofsted registered childcare provider and is able to accept Childcare Vouchers as payment or part payment.

### **Changes to sessions**

Unfortunately, we are unable to accommodate short term changes to Nursery sessions such as changing from a Thursday morning to a Friday afternoon for one week only. The school will however, do its best to work with parents to accommodate longer term changes. This is subject to session availability.

### **Application for a Nursery Place**

Applications can be made anytime following a child's second birthday. The application form needs to be completed and returned to the school office a term in advance of the start date. Application forms are available on the school website and from the school office. All applications will be considered in accordance with schools Nursery Admissions Policy.

### **Review and Monitoring**

This policy will be reviewed by the Business Committee of the Governing Body annually.

The King Charles Nursery Charging Policy was agreed by the Full Governing Board of The Killigrew Partnership at their meeting on 2<sup>nd</sup> May 2017 and will be reviewed annually in the Spring term.

### **Authorisation:**

<b>Position</b>	<b>Name</b>	<b>Signed</b>	<b>Date</b>
Chair of Governors	Dave Nicoll		2 <sup>nd</sup> May 2017