



# LENT RISE SCHOOL

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## NURSERY CHARGES POLICY

Responsibility: Whole Staff  
Governing Body

Approved by:

Mrs Maggie Young  
Chair of Governors

Mrs Jill Watson, Headteacher



### **The Nursery: -**

1) Will be known as 'Lent Rise Nursery' and will be operated at Lent Rise School, Coulson Way, Burnham, Buckinghamshire SL1 7NP.

### **The Contract: -**

1) Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 4 weeks written notice to reduce or cancel your child's normal booking.

2) Increasing your booking is subject to availability.

3) Early Years Nursery Funding Scheme is in place with Bucks County Council, subject to agreement and availability of places.

### **HOURS OF OPERATION**

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

**Morning session - 8.45 to 11.45 am**

**Lunch session - 11:45 to 12:15pm**

**Afternoon session - 12:15 - 15:15pm**

### **MONTHLY FEES**

Monthly fees are payable at the prevailing fee schedule, one month in advance unless funded by county. 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 your child's 3<sup>rd</sup> birthday your child may be entitled to a maximum of 15 free hours of nursery education for 38 weeks of the year, depending on

eligibility. Your child's funded hours cannot be split with another setting as we have found this is detrimental to the child's learning journey. If you wish to claim hours at another setting, we would ask you to withdraw your child from our Pre-school. Parents who qualify for funding will need to provide the letter from the LEA offering the funding. Parents may also pay with vouchers. Parents are able to check to see what they *may* be entitled to by using a government portal [www.gov.uk/childcare-calculator](http://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 or 15 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.

### **PAYMENT POLICY**

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 charges are £20.00 per session.

### **LUNCH CHARGES**

Parents will need to pay lunch sessions via Parentmail.

To book your child into a lunch session where a school pack lunch is provided you will be charged £5.00 per day. (£3.00 for those eligible for EYPP)

To book your child into a lunch session, excluding a pack lunch provided you will be charged £2.50 per day. (£1.00 for those eligible for EYPP).

### **NURSERY LUNCH AND ADDITIONAL SESSIONS**

If it is deemed that 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 Head Teacher has the right 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 they qualify for same.

### **LATE ARRIVAL/PICKUP POLICY**

Please advise us immediately if you will be arriving later than the pre-arranged time to pick up your 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 your child alternate arrangements must be made.

Please notify the Pre-school if an unauthorised person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone

who is not authorised on the registration form. They must bring photographic I.D. and a password will be used.

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 to nursery 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.