

## The Fields Nursery School Charging Policy

### **Equalities Statement:**

The ethos of the Nursery School supports the development of self-respect and self esteem in all children, staff and the community it serves. We place a high value on diversity and treat every member of the School as an individual. In this respect, we aim to meet the needs of all, taking account of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief and sexual orientation. In addition to this we also aim to take into account social circumstances.

### **Aims and Principles:**

The aim of this document is to ensure a clear, easily understood and affordable Charging Policy that supports local families in accessing child care thereby enabling them to work, attend further education or have respite. The Charging Policy will be reviewed at least annually.

### **Protocol:**

#### Nursery School- Willow – open 8am till 4pm.

Children may access their 15 hour /30 hour free entitlement at the Nursery School, if they meet the criteria. The 15 hours entitlement are to be taken 8.30am to 11.30am and 12.30pm to 3.30pm. Any additional time requested around the entitlement hours will be charged according to The Fields Nursery School's current fees (See Appendix 1).

#### Thirty hours

People who are working 16 hours or more are entitled to 30 hours free childcare. Log onto the following web site to check your eligibility. <https://www.gov.uk/30-hours-free-childcare> Once you are successful it is your responsibility to ensure your code is kept up to date every three months. If this is not followed up, you risk losing the funding for your child and you will be asked to pay the full hourly rate.

#### Nursery Trips:

We arrange trips for children who attend the Nursery School in addition, the Nursery also organises other smaller trips throughout the year. We always try to attract funding towards our trips by applying to local business or charitable organisations; however, it is usually necessary to pass some of the cost on to parents. We do not exclude children due to financial hardship and applications for funding can be made to the Head Teacher. As a rule, the Nursery is not able to refund parents after the deadline for payment. Deadline information is always given to parents/carers in advance and is set in accordance with the trip organiser and provider's guidelines.

#### Daycare - Cherry

Cherry provides education and care for children aged 2-5 years.

Funding for this provision comes from a range of sources including the 3-4 year old NEF funding, 2 year old funding and paid day care.

Charging is based on sessions for two and three year olds within Cherry. (See Appendix 1).

An hourly rate is available for children in the term after they turn three to support a more flexible pattern.

Fees will be reviewed annually.

A voluntary School Fund is operated at the Nursery (This is currently £1.00 per pupil, per week). This can be paid for each Term.

#### Community Activity Charges

See Appendix 2 - commercial room hire.

### Room rental

Rooms can be rented to external organisations. The current charge for room hire is outlined in Appendix 2. Contact the office for availability.

### **Links to other Policies:**

Admissions Policy

Admissions Policy for Daycare

Charitable Trust Fund Mission Statement

**Last reviewed:** 12<sup>th</sup> February 2021

**Ratified by the Governing Body**

**Next review:** February 2022

## The Fields Nursery School

### Fees and Payments from April 2021

#### Fees and Payments

- A non-refundable Administration fee of £25 is required when a child is registered.
- When you register with us, a 2 week invoice deposit will be charged and this will then be deducted from your first invoice.
- Fees are invoiced half termly in advance and payment is due 7 days from invoice.
- Please pay by bank transfer.
- On occasion, it may be possible to book your child in for an extra session. This service is subject to availability. If you arrange an extra session an administration charge of **£25.00** will apply and will be added to your next invoice.
- You may be entitled to child care vouchers from your place of employment; you will need our URN number to register.
- We regret there can be no refund of fees for any cancellations, absences and holidays taken. Should the Nursery close due to unforeseen circumstances, there will be a 70% reduction on the payable invoice.
- There will be ½ termly opportunities to change your child’s sessions (an email will be sent via the admin team), any change of sessions after these times will incur a £25 administration fee.
- If your child is absence due to illness or holidays / bank holidays (outside the closure period) full fees are still payable.

#### Collection of children

If you are late to collect your child you will be charged £10.00 per five minutes.

#### Fees for children aged 2-3 years

Per Hour	£8.00
Full day 8am-4pm	£69.50
Half day 8am-1pm	£45.50
Three hour session 8.30am -11.30am -1pm-4pm	£24.00

#### Fees for children aged 3-4 years

Per hour	£8.00
Lunch charge (£3) and 1 hour care (£8)	£11.00
Breakfast charge 8am-8.30	£6.50
After school care 3.30pm to 4.30pm	£4
Contribution fee this provides for those extras throughout the year for example food, playdough, extra construction materials.	£1.00 per week Term 1 £14.00 Term 2 £12.00 Term 3 £12.00

**Fees are reviewed annually and at least one month’s notice will be given of changes in fees.**

**Where fees are overdue, the child’s place at Nursery will be considered no longer available until such time that an agreed payment plan is put in place to reduce the debt.**

## Appendix 2- Charges for Room Hire

### Charging Categories

The following charging categories apply within the Fields Children's Centre. In all cases, a contract will be issued stating the roles and responsibilities of The Fields Children's Centre and of the organisation renting the room.

Currently, the minimum rental period is 2 hours. We do not hire out rooms on Sundays and will not normally consider rentals after 9:00pm.

Any persons hiring the room/s will need to have their own insurance to cover any accidents/incidents whilst occupying the room. Proof of insurance will be requested by the person taking the booking.

The Charging Policy is reviewed annually.

#### 1) Within Cambridgeshire County Council Children's Services and Early Years (both Voluntary and Statutory services)

Service	Hourly rate
Basic charge. Excludes setting up, tea/coffee service, and cleaning. After hours is chargeable	£25.00 per hour
Additional charge to include setting up, tea/coffee service and cleaning.	£45.00 per hour

#### 2) Voluntary and Statutory organisations outside Cambridgeshire County Council

Service	Hourly rate
Basic charge. Excludes setting up, tea/coffee service, and cleaning. Includes opening/locking up.	£60.00 per hour
Additional charge to include setting up, tea/coffee service and cleaning.	£70.00 per hour

#### 3) Commercial room hire

Service	Hourly rate
Charge to include setting up, tea/coffee services, cleaning and opening/locking up.	£160.00 per hour*

\*Subject to commercial letting negotiations.