



Tuxford Primary Academy
The Mulberry Bush Nursery
Charging Policy
June 2018



Date of next review: June 2019

The Mulberry Bush Nursery Charging Policy

Funded places

All children are entitled to a funded place for 15 hours per week from the term after their third birthday (or their second birthday under certain circumstances). Funded sessions are available from 7.30am to 6.00pm Monday to Friday. The nursery is open term-time only and is closed for teacher training days.

Details of 30 hours funding can be found here:

<http://www.childcarechoices.gov.uk>

The three cut-off dates for the end of a school term are:

31st August - for birthdays from 1st April to 31st August, funding begins in September.

31st December – for birthdays from 1st September to 31st December, funding begins in January.

31st March – for birthdays from 1st January to 31st March, funding begins in April.

Starting nursery before funding is available

Your child may start nursery when he or she is two years old. You will need to pay for the place until funding begins at the start of the following term your child's third birthday (or second birthday under certain circumstances).

To see if you are eligible for 2 year funding check here:

www.nottinghamshire.gov.uk/care/early-years-and-childcare

Extended hours

Should you wish to extend your child's day, Lunch Club, Breakfast Club and After School Club places can be booked in advance.

Times and prices

For 3 and 4 year old children: hourly charge of £3.75 (begins the term after 3rd birthday)

Morning sessions 8.45am – 11.45am - £11.25 (unless eligible for funding)

Lunch Club 11:45am – 12:15pm - £1.87 (a school dinner costs £2.20 or a packed lunch from home can be brought in to school)*

Afternoon sessions 12:15pm – 3:15pm - £11.25 (unless eligible for funding)

For 2 year old children: hourly charge of £3.20 (up to beginning of the term after the child's 3rd birthday when 15 hours per week 3-4 old year funding begins)

Morning sessions 8.45am – 11.45am - £9.60 (unless eligible for funding)

Lunch Club 11:45am – 12:15pm - £1.60 (a school dinner costs £2.20 or a packed lunch from home can be brought in to school)*

Afternoon sessions 12:15pm – 3:15pm - £9.60 (unless eligible for funding)

*please bear in mind that other children in our Nursery may have food allergies, for example a nut allergy. Please speak to staff if you need advice about what not to include in a packed lunch brought into Nursery from your home.

Additional costs

Occasionally, we may ask for a voluntary contribution to cover trips out or visiting theatre companies.

Notice of increase in fees

If we need to increase prices, we will give at least one month's notice.

Childcare Vouchers

We are able to accept childcare vouchers through schemes run by many employers for chargeable sessions. Please check with the school office to see if your company's scheme is suitable. We accept childcare vouchers from various employer schemes including Busy Bees, Care4, Computershare, Fideliti and Sodexo.

Trial sessions

Should you wish to book for your child to have a trial session, please do so at the office. The first morning nursery session is free but any further trial sessions you might wish to take will be chargeable if your child is not yet eligible for funding.

Booking

Please apply for a place by contacting the school office on 01777 870482. Places must be booked in advance to ensure adequate staffing levels.

Payment terms

All invoices are generated at the end of the calendar month and can be viewed via our parent portal Parenta. All payments are due within 7 working days and can be made via standing order, direct bank payment, childcare vouchers or cheque.

The Mulberry Bush Nursery reserves the right to withdraw a placement until payment is received.

If your child is absent from the nursery due to family holidays, sickness or any other reason, full payment is still required and no refunds will be given.

One month's notice or one month's fees in lieu is required in writing should you decide to leave the nursery for any reason. You will be required to do the same should you decide to reduce the number of days/sessions your child attends.

There will be an annual review of fees in May and you will be notified of any changes which will take effect from the beginning of September.

Extra sessions and changes in booked session patterns

Wherever possible we will endeavour to meet requests for changes in sessions and additional sessions. Parent/Carers should however give as much notice as possible to ensure that the Nursery can ensure there is sufficient staffing in place to care for the number of children present.

Cancellation policy/illness

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays. This applies to Lunch Club and morning and afternoon places. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of any absence.

Unavoidable closure of school

The school policy and procedures apply. Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

Notice period

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

Late payment fees/debt collection policy

You will receive an invoice monthly. If the 7 day payment term is exceeded without prior arrangement your child's place may be terminated at the discretion of the Academy. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to a debt collection agency for recovery.

Late collection policy

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. Charges for late collection may apply.

By signing this agreement, all parties agree to the terms as described above. Alterations to this agreement can only be made by both parties and must be placed in writing. Both parties will receive a printed copy of this agreement, and will be responsible for upholding its terms.

I have carefully and completely read this agreement and fully understand the purpose, intent and effect of this agreement. I have voluntarily executed the agreement by action of my own free will.

(Parent/Carer)

(Date)

(on behalf of Tuxford Primary Academy)

(Date)

