

# Tuxford Primary Academy

## Nursery

# Charging Policy

Edition – September 2023

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## Tuxford Primary Academy Nursery

### **Funded places**

All children are entitled to a funded place for 15 hours per week from the term after their third birthday. Funded sessions are available in block sessions from 8:45 am – 11:45am, 12:15pm to 3:15 pm 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**

Your child may start nursery the term after your child's 3<sup>rd</sup> birthday. Sessions are booked in blocks of.

Five Mornings sessions,

Monday – Friday 8:45am – 11:45am

Friday Five Afternoons,

Monday – Friday 12:15pm – 15:15pm

Five Full day sessions Monday – Friday, 8:45am – 15:15pm (This booking incurs a lunchtime care charge of £2 perday).

### **Times and prices**

Hourly charge of £4.00 (unless eligible for funding)

Morning sessions 8.45am – 11.45am: £12.00

Lunch Club 11:45am – 12:15pm: £2.00 (a school dinner costs £2.20 or a packed lunch from home can be brought into school)

Afternoon sessions 12:15pm – 3:15pm: £12.00

\*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.

### **Trial sessions**

When your child has been accepted for a place at our Nursery some trial dates will be offered to you before the official start date. There are no charges for trial sessions

### **Booking**

Please apply for a place by completing an application on our Tuxford Primary Academy website or contact the school office on 01777 870482 for further information. Places must be booked and paid for in advance to ensure adequate staffing levels.

### **Payment terms**

All sessions are generated at the beginning of the month preceding that which the sessions are booked for, for example invoices for October's sessions will be generated at the start of September and must be paid for by the end of September otherwise the places

booked will be cancelled.

Sessions can be booked, and **payments made via your child's sQuid online account.** -

**Tuxford Primary Academy Nursery will 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. This is because the cost of the staffing and resources needed for the missed sessions still needs to be accounted for.

#### **Changes in booked session patterns**

Wherever possible we will endeavor to meet requests for permanent changes in sessions. Parent/Carers should give written notice at least 4 weeks before the end of the term before the change is to take place. This is to ensure that the Nursery can ensure there is sufficient staffing in place to care for the number of children present.

#### **Cancellation policy/Illness/other absence**

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**. 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. **You must telephone the school to inform the school office of any reason for absence before 9:30am.**

#### **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**

Please refer to the separate Debt Policy.

**Late collection policy**

If you are unexpectedly late collecting 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.**

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(Parent/Carer)

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(Date)

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(on behalf of Tuxford Primary Academy)

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(Date)