



Diverse
Academies



The Tuxford Primary Academy Nursery Charging Policy September 2020

Office use

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Associated documents:			
Links to:			

Tuxford Primary Academy 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. 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 and the declaration form 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 3rd birthday.

Sessions are booked in blocks of.

Five Mornings sessions, Monday – Friday

Five Afternoons, Monday – Friday

Five Full day sessions Monday – Friday, (This booking incurs a lunch time care charge of £ 2 per day).

Extended hours

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

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 £2.25 or a packed lunch from home can be brought in to 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.

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

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 invoices 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 invoiced at the start of September and must be paid for by the end of September otherwise the places booked will be cancelled. Invoices can be viewed via the parent portal Parenta. Payments can be made via standing order, direct bank payment, childcare vouchers or cheque.

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 endeavour 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

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

Please refer to the separate Debt Policy.

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)