Tuxford Primary Academy

Nursery

Charging Policy

March 2025

Contents

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 8:45am – 11:45am and 12:15pm - 3:15pm Monday to Friday. The nursery is open term-time only and is closed for teacher training days.

Working parents may now be eligible for up to 30 hours a week free childcare.

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 their third birthday. Children are expected to be at nursery 5 minutes before their session starts. Sessions are booked as the following:

Five morning sessions only:

Monday – Friday 8:45am – 11:45am

Five afternoon sessions only:

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)

When using the 15-hour code you may book five full mornings or five full afternoons. If you wish your child to attend additional mornings / afternoons this must be in full-time format.

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 £2.55 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 an 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, you will be invited into our school to attend some Parents as Partners sessions which include trial sessions at no extra charge.

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 one month in advance via your child's ParentPay account to ensure adequate staffing levels.

Payment terms

All invoices are generated at the beginning of term prior to the sessions required, 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 ParentPay 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 due to the cost of the staffing and resources needed for the missed sessions which still need to be accounted for. You must inform the school of any absences.

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 prior to the changes taking place. This is to ensure that the Nursery has sufficient staffing inplace 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 reasons, including illness and holidays. You do not have to pay for funded places if your child does not attend, as the funding is inplace 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.

_____   _____
(Parent/Carer)   (Date)

_____   _____
(on behalf of Tuxford Primary Academy)   (Date)