

White Hall Academy Nursery

Fee Payment Policy

Session Rates

Our fee structure is in line with the Essex funding offer.

Morning Session 8.30 – 11.30 (3 hours)

- £17.50 (additional sessions for funded children 3/4-year olds)
- £19.50 – 2-year olds until the term after they are 3.

Lunch Session 11.30 – 12.15 (45 minutes)

- £4.50 for 3/4yr children staying all day as a funded child, unless the funded hours are used with reduced sessions or for a fee-paying 3/4yr child staying all day.
- £6.00 for 3/4yr children staying all day as a funded child, unless the funded hours are used with reduced sessions or for a fee-paying 3/4yr child staying all day.

Afternoon Session 12.15 – 3.15 (3 hours)

- £17.50 (additional sessions for funded children 3/4-year olds)
- £19.50 – 2-year olds until the term after they are 3

Fees are reviewed annually and there are occasional short-term special offers e.g. £10.50 for an afternoon session when there are spaces!

Sessions must be booked with the Nursery office, who will advise if space is available to meet your requirements.

Once booked changes can only be made by the nursery office who will ensure that the correct adult: child ratio is adhered to, in accordance with Ofsted regulations. Funded sessions are NOT permitted to be swapped for alternative sessions unless there are sufficient places on an alternative day on a one- off basis. There will be up to 5 inset days allowed for staff development/parent consultations as the nursery funding is only for 38 weeks, after which the nursery will try to accommodate replacement sessions. However, rarely there may be bad weather closures and these cannot be re-offered unless we have an unplanned inset day available. Bank holidays will also be funded sessions not fee-paying so no alternative days will be offered or funding/fees returned.

Payments for fees for additional sessions or younger children

For children who do not receive funding, or for sessions in excess of the funding allowance, fees will be charged in advance of the session. It is preferred if fees can be paid for the month, or longer, as it reduces admin time; however weekly may be agreed by negotiation. Parents/carers should inform the nursery office of their requirements at the beginning of a half term so that staffing can be arranged. Booked places must be paid for as staff will still need paying, including for term-time holidays or sickness. If the sickness is long-term you may find it preferable to give a month's notice and re-apply when the child is well enough to return.

Issuing and Settlement of Payments

Payment is required in advance. If payment is not received the school have the right to withdraw any additional sessions other than the government funded free entitlement sessions and to request that a payment plan is set up with the school. We prefer not to have to involve

the small claims court. There will be a £20 per week additional charge for each week of outstanding fees, unless paid or a payment plan is agreed.

Withdrawal of Children from Nursery

Parents are required to give a month's notice if they are withdrawing their child from Nursery. If less than a month's notice is received the Nursery have the right to charge for an additional fee due to being unable to offer the places to any other children, and to cover costs. Fees, paid in advance, will not be re-fundable.

Payment for additional sessions

For additional sessions booked less than 48 hours in advance, cash payment will be requested on the day, at the start of the session.

Late collection

We reserve the right to charge £10 if you are over 10 minutes late for pick up from any session. Cash payment will be requested on the day. After 5 mins staff will have to leave children with office staff in the reception area, which can be upsetting for children. See also uncollected child policy.

Absence

Absence due to illness or holiday will still be charged at the above full session rate, in order to maintain your child's place. In the event of long term absence, due to illness, please speak to the Nursery Office.

Additional Payments

Additional contributions may be requested for special events; such as dance lessons or entrance fees for educational visits such as the farm or zoo or transport costs to attend an offsite location. Parents will be given advance notice of any trips planned, with an estimate of likely costs.

Bank holidays are included in your universal funding of either 15hrs or 30hrs so will not be reimbursed. The fee paying sessions will be any Tuesday, Wednesday, Thursday and Friday that is not covered by your child's FEEEF. Similarly, school funding cannot be claimed when the school is closed for bank holidays and holiday periods. School nursery inset/ non pupil days' count as a funded day as the school does not receive a grant for 5 of the annual school days. The fee-paying sessions for that week will be sessions your child can attend. In all other cases the print out of fee paying/ funded sessions will apply.

Notice periods

Funded children's sessions take precedence over fee-paying so in the unlikely event of the nursery being at full capacity funded children will be offered the sessions taken by children

having additional sessions. You will be given one month's notice in this eventuality and we will only do this if we are over-subscribed with eligible children. Similarly, if you wish to withdraw your child at the end of a term you will need to give us a month's notice of any fee paying sessions.

Thank you

Signed as policy read and agreed

Child's name

Parent, carer Name

Relationship to child

Signature

Date

<p>Office Use</p> <p><i>Please scan this page once signed and save as child's name Payment policy</i></p>	<p>Print a copy for the child's registration folder. Full copy for parent.</p>
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