

**Please complete the declaration below and return this document to the Nursery Office.**

## **Hethersett Woodside Primary and Nursery School Charging policy for Nursery Provision**

Hethersett Woodside Nursery School, is a maintained nursery school admitting children to the nursery from the age of 2-4 years.

Funding entitlement of 15 hours a week is claimed from Norfolk County Council for eligible families of 2 year olds receiving some additional forms of Government support, eligible 2 year old working families and 3 and 4 year olds in line with the Government universal entitlement.

Funding entitlement of 30 hours a week is claimed from Norfolk County Council for eligible 3 and 4 year old working families.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours, or additional services.

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

The entitlement place is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Sessional fees are charged for non-eligible 2 and 3 year olds and for hours taken beyond funding entitlements.

### **The Free Entitlement for Two, Three and Four Year Olds**

Hethersett Woodside Nursery School, is a maintained nursery school, and provides 15 hours Free Universal Entitlement to eligible 2 year olds, 3 year olds, the term after their 3rd birthday and all 4 year olds. The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

The 15 hours is offered as five, 3 hour sessions per week or over two and a half days, for 38 weeks per year. Parents can opt to take up to 15 hours with us or share the hours between two settings.

Families who are eligible for the working family 30 hours entitlement will have the option of taking all or part of these hours at Hethersett Woodside Nursery. Places will be offered in accordance with the Admissions Policy. For the extended offer core hours are 9am – 3pm.

The total number of hours available to claim under the 15 hours 2 year old entitlement for families receiving some additional forms of Government support, 15 hours 2 year old working families entitlement and 15 hours 3 and 4 year old universal entitlement is 570. The 30 hour 3 and 4 year old working families entitlement is 1140 hours over a funded year. A funded year consists of 3 terms but unlike an academic year, it is based on a child's date of birth. Over their cycle of eligibility, some children will experience a shortfall of hours. The Local Authority will recommend a

maximum number of hours that can be claimed by a child. This recommendation will depend on the child's date of birth (cycle of eligibility) and whether the entitlement is taken term time only or is stretched (we offer term time only funding). Because of this potential shortfall, we could issue an invoice to cover any shortfall or a child's hours they attend the Nursery could be reduced.

Completion of the claim form by parents is mandatory.

All families will be issued an invoice on a half termly basis unless the balance equals zero. The payment term is within 2 weeks of issue date.

### **Hethersett Woodside Primary and Nursery School Additional Costs**

The following fees apply when families claim a funded entitlement as part of childcare arrangement

- **Additional hours**  
Additional hours including those not funded by the local authority will be charged at the current hourly rate. The current hourly rates are £7.25 for 2 year olds and £6 for 3-4 year olds.
- **Additional services**  
Charges for additional services such as trips will be agreed in advance with families.
- **Cost of meals and snacks**  
An optional Norse provided lunch time meal is available at a cost of £2.58 per meal. Families can supply their own packed lunch.
- **Consumable Charge**  
Parents are asked to make a contribution of £10 per academic year towards consumables. The consumable charge contributes towards the following baking ingredients, parties, nappies, high use craft supplies. This is in line with EY funding agreement guidelines which can be read on our school website under the nursery pages.

If you are unable to pay these charges, please speak with the Nursery Manager to discuss the alternative options available.

The alternative options include –

- Setting up a payment plan
- Paying in installments

Other charges

- We do not charge a deposit, retainer or registration fees.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to The Nursery Manager. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part

of your childcare arrangement.

Our fees are reviewed annually in September. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with The Nursery Manager

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

An invoice will be payable on a half termly basis and issued by the Nursery office.

All families will be issued an invoice on a half termly basis unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied. Payment may be made by bank transfer, cheque, or through employer's child care vouchers.

Where employer's childcare vouchers are used to pay fees, parents should contact the School Office.

In the event of families having difficulty making payment, parents/carers should contact the school office at the earliest opportunity to arrange an appropriate payment plan and to be advised of any possible sources of help.

In the event of non-payment, reminders will firstly be issued by speaking to the parents or informing them by email. This will be followed up in writing.

- If non-payment persists, the school will follow our bad-debt policy.
- If non-payment continues beyond the end of a half term, the child's place may be lost for the next term.
- There is no refund if a child is absent due to family holiday/illness as staff have to be paid, regardless of the number of children present.
- Extended absence due to illness of the child will be considered by the school on an individual circumstance basis. Parents should contact the Nursery Manager, prior to the absence to discuss. Where possible the child's place will be kept open.
- In the event of cancellation of sessions by the school, a refund will be given.

### **Absence during term time**

As a parent, you are able to claim Early Education funding for actual sessions your child attends nursery including sickness and short-term absences. This currently includes holidays.

### **Policy agreed July 2024**

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**I have read and accept the Nursery Charging Policy.**

**Child's name:**.....

**Signed:**.....

**Relationship to Child:**.....

**Date:**.....