



Policy Created September 2015

Ratified by Beverley Manor Nursery School on Oct 2021

Reviewed September 26

Date of Next Review September 27

Policy for: Charging

'The whole point of school is children come first and everything we do must reflect that single goal'

Beverley Manor Nursery School

1. Children may access their 3-4-year-old 15-hour free entitlement (and 15-hour additional entitlement if applicable) at the Nursery School.
2. Any additional time requested will be charged according to Beverley Manor Nursery School's childcare rates
3. A voluntary School Fund is operated at the school. (This is currently £1.50 or £3.00 per pupil per week snack donations £1.50 for 15 hours or less, £3.00 for greater than 15 hours)
4. In discussions and as response to a questionnaire, staff and parents endorse the view that visits were an important part of the nursery programme. It was agreed that annual fund raising should be undertaken to raise monies to subsidise visits. If necessary, small voluntary contributions could be invited from parents to further subsidise these visits.

Beverley Manor Nursery Childcare

1. Beverley Manor Childcare provides education and care for children aged 2-5. Funding for this provision comes from a range of sources including the 3-4-year funding, paid Childcare, Social Services, 2-Year-Old Funding etc.
2. Privately paid places are only available to those children who do not qualify for any Government funding. Pupils attending a funded place can purchase top up sessions.
3. Paid childcare between the hours of 9am - 3.45pm is charged at an hourly rate of £5.75 for children within FS1 provision and £7.50 for children accessing childcare aged 2-3. These rates are reviewed annually. Each session is 3 hours in duration.
4. Lunchtime care is additional to a child's 15-hour universal entitlement, this is charged at the standard rate £4.50.
5. 'Breakfast Club' before school care is charged at a fixed price of £9.75 for children aged 2-3 and £8.50 for children within FS1 provision.
6. 'Early Risers' is charged at a fixed price of £3.75 for children aged 2-3 and £3.25 for children within FS1 Provision.
7. 'Stay and Play' after school care is charged at a fixed price of £12.50 for children aged 2-3 and £11 for children within FS1 Provision.
8. There are limited 2-year places and slots must be pre-booked. It is the expectation that children will be collected and offsite by 5.10pm.
9. All paid sessions requiring a permanent cancellation require a 4 week notice period. Only in exceptional circumstances would this be reconsidered. Parents/carers must make clear their reasons for a shorter notice period in writing for consideration by the Governing Board. Any letters to the Governing Board must be received within 14 days from the date of the first absence. Requests for reconsideration of charges received after this date will not be acknowledged.
10. At Beverley Manor Nursery School, we are aware that occasionally families go through periods of crisis and emergencies. In this instance payment for additional sessions required to assist in the resolution of a crisis or emergency will be at the Head teacher's discretion. Parents/carers must speak to the Head directly.
11. Some funders (2Year Funding; Social Services) have agreed hourly rates for funding

children. These would apply to children funded in this way.

12. In line with established policy, annual fund raising will be undertaken to raise monies to subsidise any visits undertaken during a child's time at Beverley Manor Nursery School. If necessary, small voluntary contributions could be invited from parents to further subsidise these visits.

Late Collection Fees

1. If your child is not collected promptly at the end of their pre-booked education session they are considered 'collected late'. i.e. children are expected to be picked up at 12pm and 3.45pm. Point 3 will then apply.
2. 'Stay and Play' after school care - children are required to be picked up and offsite by 5.10pm. Point 3 will then apply.
3. At this point late fees will be charged at £3.00 per 5 minutes per child to a maximum of 60 minutes, at which point social care are contacted as per our 'collection of children policy'.

Other charges

1. Any member of the public may request copies of documents from the school – if this is the case a charge may be made, subject to the type and volume of copies, at the discretion of the Head Teacher.
2. Private telephone calls: 10p Local Calls; 50p Long distance/Higher rate/Mobile. In practice this very rarely happens as most people have personal mobile phones.
3. Community Use / Private lettings - a charge may be made, subject to the type and amount of use, at the discretion of the Head Teacher.
4. Music tuition – the Nursery School does not currently offer music tuition.
5. Exam fees – not applicable due to the age of the children.
6. Any additional areas of charging unforeseen in this Policy, and resulting in income to the school budget will be at the discretion of the Head teacher, in discussion with the Governors.

Charging Structure

Beverley Manor Nursery School	2 Year Old Provision	3/4 Year Old Provision <i>(in line with school funding this applies the term after 3rd birthday)</i>
Breakfast Club 7:30am-9:00am	£9.75	£8.50
Early Start 8.30am-9.00am	£3.75	£3.25
Additional (non-refunded) school based sessions: 9.00am-12.00pm or 12.4pm-3.45pm	£22.50	£17.25
Lunch 12.00pm-12.45pm	£4.50	
After School Club 3.45pm-5.10pm	£12.50	£11.00
Full Day (reduced rate for private paying) 7:30am-5:10pm	£70.00	£55.00

Payment can be made weekly, monthly or termly in **advance**. We have an online payment system - please see the office staff if you need help with this. We also accept Tax-Free Childcare, Childcare Grant and Childcare Vouchers.

Payment is required for all booked sessions whether your child attends the session or not, ie: Holidays/Illness.

We require 4 weeks written notice in order to **permanently cancel** any sessions. This does not apply to holidays taken during term time, or medical absences. All other changes will be looked at on an individual basis and agreed at our discretion.