



Bedford  
Nursery Schools  
Federation

# CHARGING POLICY

Reviewed. July 2021

Adopted by Governors July 2021

To be reviewed July 2022

### **Introduction to Charging Policy**

The Governors of Bedford Nursery School's Federation have compiled the following policy that relates to the charging for services at Nursery School.

Please find attached the following documents which Relate to the Policy;

- a) Appendix A – A list of Charges for Nursery School (2 years and 3,4 5 years)
- b) Appendix B – A list of late fees

### **Early Years Funding**

- 2 year old children who are deemed eligible by the Local Authority receive 15 hours free education per week.
- All 3 & 4 year olds receive 15 hours free education per week. (Funding is received the term after the child has turned 3 years). 3& 4 year olds of working parents may be entitled to 30 hours per week free funding.
- Children in the reception year access a full time place and receive full government funding.
- We do not charge for any activity that is undertaken as part of the EYFS.

### **Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the costs to the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children who parents have not paid any contribution. We do not treat these children differently from any others.

The school is funded by the Local Authority, no fees are charged for the 15 hours free education. We do however, ask all parents to give a voluntary contribute of £1 per week to our school fund, which helps towards buying food for the children's snack and also enables us to provide any extra items for cooking, gardening, sewing or mending of equipment, minibus trips and the buying in of external agencies, i.e. entertainers, workshops etc.

We also have "Friends of the Federation" which is a fundraising organisation that holds events to raise money for the federation throughout the year. Parents can choose whether to contribute to the fundraising efforts. Our fundraising directly helps to purchase valuable learning resources for the children.

### **Provisions**

**We have 2 sites, Peter Pan & Cherry Trees Nursery Schools.**

- 2, 3 and 4 year old children will be based at both sites.
- Children in our reception classes are also based at the Nursery School and will be fully funded. They will only be charged for attendance if they come in from 8am to 9am or 3.30pm to 5pm.

## **Nursery School Day**

(See appendix A for current charges)

These are facilities that provide care for children and which operate during one or more of the following periods.

- Before School 8am to 9am
- Morning 9am to 12pm
- The lunch time 12.00 to 12.30pm
- Afternoon 12.30pm to 3.30pm
- After School 3.30pm to 5pm

### **Before and afternoon sessions**

The before and after school sessions can be accessed by all children at our sites. We currently offer limited free spaces in our breakfast and after school club for disadvantaged children.

### **Lunch Club**

Children who attend a lunch club will be required to pay for a hot meal (unless they are entitled to a free school meal or are a reception child). **The current charge for a hot meal is £2.20**

### **Additional Sessions**

At the beginning of term sessions are allocated based on request made by parents subject to availability. However it may be possible to access additional sessions at the Nursery Schools.

Bookings are made through the appropriate school office and once a place is confirmed it is yours until you give notice to leave.

### **Cancelling or amending bookings**

We require 2 weeks' notice to permanently cancel or amend a booking. This is to enable us to offer the place to another family and to ensure that staffing ratios are correct. In exceptional circumstances the notice period maybe reduced (by the HT)

If a child is absent for any reason (illness, holiday) we are unable to refund fees for any missed sessions.

If we have notice of a child's absence before 9.30am and have not ordered a hot meal, then the cost of a meal will be credited to the next half termly invoice.

### **Emergency/one off chargeable bookings**

These will be taken subject to availability and payment should be made on the day of booking, this includes hot meals. It will not be invoiced but a receipt will be issued. If an emergency booking is made on two or more occasions on consecutive weeks it will be deemed a regular booking and will be invoiced and charged accordingly.

### **Invoices**

An invoice will be issued half termly. Parents will only be charged for any hours booked above the free funded hours (if eligible) and any hot meals. Payment must be made by the date specified on the invoice. Payment is accepted by BACS, cash, cheque, childcare vouchers or taxfree childcare account. Cheques should be made payable to 'Bedford Nursery Schools Federation' in all cases. Payments should be made in a named envelope and a receipt will be issued from the member of staff to whom payment is made. Any invoice queries should be directed to the School Business Manager.

Invoice reminders will be sent out if payment is not received within the allocated time. Parents may be charged an Administration fee of £10 if payment is received late.

### **Payment Problems**

If parents have any queries regarding the charges or problems making payments then they must contact the School Business Manager immediately to discuss the issue. The enquiry will be dealt with in confidence and we will try to be as flexible as possible. Parents will be asked to agree to a schedule of payments. We will pursue outstanding fees. We reserve the right to reduce a child's sessions down to just the funded number of hours until the outstanding debt is repaid. Unfortunately if payment schedules are not met or fees are not paid before leaving the federation we may have to refer the case to Bedford Borough Council legal department. Please see our debtors policy for more details.

### **Refunds**

In exceptional circumstances refunds may be given to parents in relation to childcare fees. If the school or classes have to close (i.e. due to a pandemic) then parents will receive a refund for their fees.

### **Children with additional Needs**

All children are eligible for their 15 hours government funded sessions. Where a child has additional needs and request additional hours, they may incur extra charges (over and above the stated fees rate). This would be looked at on a case by case basis by the Finance Committee.

### **Security/Collection of children**

In all cases only parents/carers who have been nominated on the registration form will be allowed to collect children from nursery school.

Parents must inform staff if an unknown person will be collecting their child. We operate a password system in the nursery schools and the person collecting should be given this password and have some form of ID with them.

Staff will not let any child go with an adult that is unfamiliar to them until their identity has been fully established. In some cases this may necessitate a phone call to the parent or carer to double check.

### **Late pick up**

Parents must inform the nursery school as soon as possible if the parent or nominated person is unavoidably delayed.

The following numbers should be used:

Peter Pan Nursery School: 01234 350864

Cherry Trees Nursery School: 01234 354788

On the first instance of lateness a warning will be issued. All instances of lateness will be recorded in a late book which the parent must sign at the time of collection.

The nursery schools operate a late collection charge- see appendix B.

These charges are payable immediately, in case where a parent has no money on them the charge must be paid the next time the child is in.

For any child that is not collected within 1 hour of end of the session and where no contact has been made by the parent/carers, we will be required to inform the Duty Social worker and the child will be handed over to their care.

### **Other Charges**

The Head Teachers, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a full copy of an OFSTED report, personal phone calls or personal photocopying and copies of photos taken in school.

Charges relating to Lettings and Training or teacher support, please see separate Lettings Policy and Charging Policy (Teaching School)

## Remissions

Governors have the right to make an exception to this charging policy in exceptional circumstances which will be decided on a case by case basis.

### Appendix A From September 2021

| Sessions   | 2 year olds | 3 and over |
|--|-------------|------------|
| Breakfast Club 8.00am – 9.00am                             | £5.80       | £4.80      |
| Mornings 9.00am – 12.00pm                                  | £17.40      | £14.40     |
| Lunch Club 12.00pm – 12.30pm ( includes £2 for hot dinner) | £5.10       | £4.60      |
| Afternoons 12.30pm – 3.30pm                                | £16.50      | £13.50     |
| After School 3.30pm - 5.00pm                               | £8.70       | £7.20      |
| Total Charge from 8am to 5pm                               | £54.40      | £45.40     |

There are no discounts available on the fees.

All amounts shown are per child, per day. The above fees are only charged on hours above the funded weekly hours that a child may be entitled to.

### Appendix B

| Late Fees                                   | 2 year olds | 3 and over |
|---|-------------|------------|
| Every 15 minutes after time due to pick up. | £5.80       | £4.80      |
| Every 15 minutes after 5pm                  | £10.00      | £10.00     |