




# CHARGING POLICY FOR EXTENDED SCHOOLS LADYBIRD NURSERY AT MANORFIELD INFANT & NURSERY SCHOOL

Responsibility of	CEO
Reviewed By with dates	
Approved By	LGB
Meeting at which policy was approved	08 May 2024
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Chair of Governors	 8 May 2024

Document management	
Action	Date
Approved Policy document to Sharepoint folder	



## **Ladybird Nursery**

### **Introduction**

This policy is drawn up meeting the requirements of the Early Education and Childcare Statutory Guidance (June18) (A1.20-A1.27), Operational Guidance (June 2018) (pg33&34) and Local Authority Funding Agreement (Sept21-Aug22) (2.47-2.54).

### **Funded places**

Children are entitled to a funded place for 15 or 30 hours per week from the term after their third birthday. Funded sessions for 15-hour entitlement are available from 8.45am until 11.45am, and 12.15pm to 3.15pm, Monday to Friday. For children accessing the funded 30 hours we offer sessions from 9.00am to 3.00 am. The nursery is open term-time only and is closed for teacher training days.

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 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. Parents will not be charged a 'top up' fee to recoup any difference between the amount received from the Local Authority and the current hourly rate.

### **Additional hours and services**

If you would like to book extra sessions/days outside of your funded hours. These will be allocated on a first come first served basis and must be arranged in advance. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

Additional hours including those not funded by the local authority will be charged at the current hourly rate.

The current hourly/session rates are £5.00 per hour and £15.00 per session.



## Fees

- Charges for additional services such as trips will be agreed in advance with parents.
- School dinners are charged at £2.42 per meal and can be ordered daily.
- Charges for school meals will be made weekly via the Pupil Asset Parent Portal.
- Payment to be made within 7 days of being added to your child's account.
- A voluntary contribution of £3.00 per half term is requested for additional snacks.

Deposits are not charged to secure a free place.

There are currently no consumable charges.

Retainer fees are not charged.

Registration fees are not charged.

Payment late fees are charged at 5% and will be added to your Parent account weekly.

Our fees are reviewed annually in April. 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 Teacher.

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/finished before the childcare agreement is finalised.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

**For example, parents of a 3- or 4-year-old eligible for funding attending 5 morning sessions of 3 hours per week term time of 38 weeks would not make any payment, provided that the nursery entitlement is not being claimed for session at any other providers.**



## **Invoices**

All families will be issued with an invoice/receipt of payment weekly.

The payment term is within 10 days.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare agreement. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

## **Vouchers**

We can accept Government tax credit, Cooperative, Busy bee, Fideliti, Sodexo and Eden red childcare vouchers. Please speak to the school office for more information.

## **Booking**

Please request a registration/booking form from the school office.

## **Payment terms**

Late payments will incur an additional fee of 5% and your child's chargeable sessions at the nursery may be terminated.

Payment to be made via our MIS Pupil Asset Parent Portal. Additional hours will be added to your child's account weekly, and all accounts must be settled each half term.

If you are unable to pay charges applicable, please speak to the Nursery Teacher or the school office to discuss alternative options available.

We may be help to with additional funding through Early Years Pupil Premium.

The alternative options include:

- Supply a home packed lunch
- Reducing sessions to funded hours only

## **Collection Arrangements and Late Charges**

Please always let the Nursery know who will be collecting your child. The Nursery reserves the right to impose charges for late collection of children up to £5.00 for every 15 minutes, to cover the additional staff costs incurred. These charges will be added to your Parent account weekly.



### **Voluntary contributions**

These are requested to cover the cost of snack, trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received.

### **Cancellation policy/Illness**

All fees will be charged unless specific arrangements have been agreed and whilst a childcare agreement remains in place. Families wishing to terminate their agreement must provide 4 weeks' notice in writing to Manor Field Infant & Nursery School. Any funding entitlement claimed beyond the notice period is transferable 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 form part of your childcare agreement.

### **Unavoidable closure of school**

Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

### **Late payment fees/debt collection policy**

In cases where payment is late without prior arrangement an additional fee of 5% will be added. Where payment is still outstanding a reminder letter will be sent in the first instance giving a further week to make the payment or contact made to discuss a repayment programme. Should the debt still be outstanding at that point then the debt will be referred to the Trustees to confirm what further action is taken which could involve passing the matter to Clarion Corvus Trust solicitors for recovery. At that point your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to.

### **Breakfast Club**

Manor Field Infant and Nursery School offers parents of children from our school and their siblings, the option of accessing our range of extended schools – breakfast club.

The Breakfast Club runs from 7.45am to 8.45am. Manor Field children are escorted from the 'club room' to their classrooms. The fee for breakfast club is £4.00 per session booked (to be reviewed each September). The club includes breakfast for the



children, if required. Breakfast may include toast, cereal, yogurt, and fruit. Milk, water or fruit juices are available to drink.

Bookings to be made via our Magic bookings online portal and sessions need to be paid for at the time of booking.

Any dietary concerns can be catered for if you discuss them with the childcare co-ordinator.

### **Medication**

Manor Field Infant and Nursery School's policy is that we will be able to give prescribed medicines to children. These can only be given if a Med 1 form has been completed. If possible, the setting should be given secondary inhalers for retention in the club for asthmatics or EpiPens for allergic reactions. Children with complex medical needs will need Health Care Plan, (copies from school setting). Children with food intolerances and allergies will need Medical Alert forms completed (copies from school setting). **It is the parents/guardian's responsibility to ensure that the setting is aware of any medical concerns.**

### **Unavoidable closure of school**

Should school be closed for reasons beyond control, you will not be charged for the breakfast club sessions affected.

Please speak to the School Office if you require any help with funding forms, booking forms or breakfast club.