



# Thomas Bullock Church of England Primary and Nursery Academy

*"Let your light shine" Matthew 5:14-16*

Executive Headteacher: Mrs S O'Sullivan



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## Nursery Charging Policy

Nursery Childcare is available 8.45am to 3.15pm (charges apply). The Nursery is open term time only, and is closed for teacher training days.

### Funded places

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.

Funded sessions are available from 08:45am until 15:15 or 8:45 until 11:45 Monday to Friday term time only. For those attending all day a lunch period from 11:45 to 12:15 is provided free of charge.

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

- Additional hours including those not funded by the local authority will be charged at the current hourly rate of £4.00
- Charges for additional services such as trips will be agreed in advance with families
- Meals will be charged at £2.47
- There are no charges for snacks or consumables these are included free of charge

If you are unable to pay these charges please speak with the school office to discuss.

### Other Charges

We do not ask for a deposit, retainer fee or registration fee to secure your child's place with us.

We offer flexible payment, however late payment of fees may incur an additional charge 5% after a period of 2 weeks.

If you are unexpectedly late to collect your child please inform the school office. In instances of regular lateness, children will join our on site afterschool club where a late pick up fee of £10 will apply.

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 school office. 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 and 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 contract.

**Notice of Increase in Fees**

Our fees are reviewed annually in September and families will be given at least 4 weeks' notice in writing to inform them of any changes.

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.

**Funded Entitlement**

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 for a 'top up' fee to recoup the difference from the Local Authority and the current hourly rate.

**Invoicing**

All families will be issued an invoice termly unless the balance equals zero. The payment terms are within 30 days and part payment is an option within that period.

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

**Cancellation**

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

**Unavoidable closure of school**

The Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, government lockdown, damage to premises etc. We will give as much notice of these situations as possible. In these circumstances all fees remain chargeable and cannot be exchanged for alternative sessions.

Our policy has been written to the DFE Guidance:  
Early Education and Childcare Statutory Guidance for Local Authorities