



Hollywood Park Nursery School

Charging and Remissions Policy

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Key Points

All parents are advised to read this policy in full. It applies to all children attending the nursery.

- Guidance is given on 'free nursery entitlement' for 2, 3 and 4 year olds, as well as 'free 30 hour' childcare.
- Paid places are also available for children from the ages of 2 to compulsory school age; hours are flexible (from 8am until 5.30pm, Monday to Friday during term-time) and are charged at £6 an hour.
- Fees must be paid in advance for regular hours, and when additional hours are accommodated these must be paid for upon receipt of invoice.
- For staffing reasons, charges will still apply where children are absent due to holidays or sickness.
- Refunds cannot be given and requests to 'swap' hours may only be granted in exceptional circumstances.
- A 4 week notice period applies to cancel a place (unless a child is leaving to begin primary school).
- Voluntary contributions are requested, to include a donation of 50p a day to cover snack and additional resources.
- All parents are provided with a copy of the policy as part of their welcome pack and agree to adhere to it by accepting a place within the nursery for their child

Introduction

This policy sets out the charges for services offered by Hollywood Park Nursery School. It has been written in accordance with guidance from the Department for Education. All charges made meet the requirements of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England. We will not make charges for any activities which form part of the school's curriculum during any child's 15 or 30 hour entitlement.

This policy aims to be clear and robust, setting out what the nursery charges for and when the charges will be made.

The policy applies the following definitions:

- Charge – a fee payable for specifically defined activities
- Remission – the cancellation of a charge which would normally be payable

2 Year Old Provision

Free Nursery Entitlement – 2 year olds

The 'free nursery entitlement' for 2 year olds is available to any child the term following their second birthday who meets the criteria of eligibility. 2 year olds are offered 15 hours a week across 39 weeks of the year between the hours of 9am and 3pm. Additional childcare can be purchased which can be wrapped around free nursery entitlement. This is available Monday to Friday from 8am to 5.30pm. Each additional hour cost is £6

To be eligible for the 2 year old 'free nursery entitlement' families must be in receipt of one of the following benefits:

- Income support
- Income-based jobseeker's allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit – if you and your partner are on a low income from work (this usually means a combined income of less than £15,400 a year after tax)
- Tax credits and your family have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Even if you are not receiving a qualifying benefit a 2 year old can still get free childcare if any of the following apply:

- They are looked after by a local council
- They have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- They get Disability Living Allowance
- They have left care under a special guardianship order, child arrangements order or adoption order

In order to access the 2 year old 'free entitlement' a child's birth certificate is needed and forms need to be completed. Please contact a member of the office staff or the Headteacher for these

forms. Families who access the 2 year old 'free entitlement' are encouraged to continue their child's education at Hollywood Park Nursery School from 2 years until they reach compulsory school age.

Fee Paying 2 year old places

We also offer paid places for children accessing the 2 year old provision across 39 weeks of the year between the hours of 8am and 5.30pm. The cost of this is £6 per hour and whilst we encourage attendance at 9 hours or more per week to help children settle, we are flexible and endeavour to offer paid places for a variety of number of hours per week up to a maximum of 47.5 hours per week.

3 & 4 Year Old Provision

Free 15 hour Nursery Entitlement – 3 & 4 year olds

The 'free nursery entitlement' is available to any child the term after their third birthday. 3 and 4 year olds are offered 15 hours a week across 39 weeks of the year between 9am and 3pm. Additional childcare can be purchased which can be wrapped around free nursery entitlement. This is available Monday to Friday from 8am to 5.30pm. Each additional hour costs £6. Children can attend a maximum of 47.5 hours per week (8am – 5.30, Monday to Friday).

Free 30 hours childcare – 3 & 4 year olds

We also offer '30 hours free childcare' for eligible 3 and 4 year olds (a 15 hour 'top up' of the 15 hours available to all 3 and 4 year olds). To be eligible both parents must be working (or the sole parent working in a lone parent family), and each parent must earn a weekly minimum equivalent to 16 hours at national minimum or living wage, and less than £100,000 per year. Applications need to be made online via www.childcarechoices.gov.uk before the term starts (or you will have to wait until the beginning of the next term).

Eligible families will receive a code which must be provided to the nursery school office. If this code is not provided to the office then parents will be invoiced for the 'top up' hours already attended.

Payment

Payment of Childcare Fees

Childcare fees are paid in advance (monthly) for regular hours. This enables us to ensure we have enough staff working to meet ratio requirements.

Charges will still be applicable for children who are absent due to sickness or holidays. They will also be applicable for sessions when the nursery is unable to open due to exceptional circumstances beyond our control (e.g. extreme weather). This is because we have to cover the costs relating to staffing, premises etc.

Where possible the nursery will endeavour to accommodate any ad-hoc requests for additional hours. These will be invoiced a month in arrears and are payable upon receipt of invoice.

Where charges apply the School Business Manager will send an invoice to parents/ carers breaking down the sessions their child has attended. Refunds cannot be given.

Non-Payment of Childcare Fees

If payment is not made in advance (for regular hours, or the month immediately after any ad-hoc hours are requested) a reminder of the outstanding amount will be given within 14 days (either by the Headteacher or the School Business Manager). If payment is not forthcoming within 7 days a

meeting will be arranged to discuss a repayment plan. If this plan is not adhered to, regrettably the child will be unable to attend the nursery until the payment is received and the place may be offered to another child.

If any issues arise regarding payment, please speak to the Headteacher or the School Business Manager where we will look to support you wherever possible in finding a payment plan which is suitable for you and the nursery.

How to make a payment

We accept payment by bank transfer, childcare vouchers, the government's scheme of tax-free childcare, cheque and cash.

For childcare

Bank details are: sort code 30-98-12, account number 01368263

For a voluntary contribution/ uniform/ trips (see below)

Bank details are: sort code 30-98-12, account number 00929245

Notice Period

We need 4 weeks' notice in writing if you no longer require a place at Hollywood Park Nursery School. This enables us to process and fill the vacancy. If a parent is accessing a funded place and moves to another early year's provision, then it is likely that they will not be able to access the free funding for this new provision until the following term due to the way in which funding for 'free' places is made and because a child cannot be double funded.

Notice is not required when a child leaves to begin primary school.

Voluntary Contributions – Snack & Additional Resources (School Fund)

All families are asked to make a voluntary contribution of 50p per child per day towards the cost of snack, activities and special celebrations.

Every day we have a healthy snack. Milk and water is always available and we aim to offer a variety of foods such as fruit, toast, breadsticks and dips. Sometimes we have different foods linked to special occasions, for example at Christmas or Chinese New Year. We regularly invite family members in to nursery to celebrate calendar events like Mother's day and Father's day, as part of this we provide refreshments like drinks and cakes.

We also carry out activities that require additional resources such as cooking, gardening and much more.

For larger events, such as sports day and the Christmas show, additional costs are incurred (for example to provide a buffet, certificate or medal). We encourage families to make an appropriate donation around the time of the event. The newsletter or a letter will usually give a guide as to the level of donation that would help to cover the cost of the event.

Donations received are always used for the benefit of the children alone. They are never used to cover the cost of staffing or the premises. If there are insufficient donations activities may not take place. There is no obligation to contribute, and no pupil will be treated differently if carers/ parents are unable to do so.

Uniform

Children are invited to attend nursery school wearing school uniform. This can be purchased from the school office. Jumpers and polo-shirts are £9 each and cardigans are £11. Green in colour these each have the school logo on.

We also welcome donations of 'nearly new' uniform which is sold to raise funds (currently £3 an item) when purchased by families.

School Trips

Every summer we aim to invite families to join us for a trip, which could be a visit to the beach, a farm or a zoo. We ask for a contribution towards the cost of entry and the coaches. We keep prices as low as possible because we want to ensure all children benefit from the valuable experience. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Letters detailing the cost of any school trip are sent in advance. If this places a burden on your family finances, please speak to the Headteacher.

Penalty Charges

Late collection charge

If you are over 10 minutes late to pick up your child then the nursery reserves the right to charge for the hour's childcare that follows the time that the child should have been collected. Please phone the nursery office to notify us of any situations where you are unavoidably late.

Damages and Losses

Charges may be made to cover the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour. Charges may also be made for the cost of replacing any property or item which has been loaned or hired to a child and not returned.

Roles and Responsibilities

The governing board has overall responsibility for approving the charging and remissions policy.

The Headteacher has overall responsibility for monitoring and implementation of the policy.

The School Business Manager has responsibility for ensuring that this policy is kept up to date.

All parents are provided with a copy of the policy as part of their welcome pack and agree to adhere to it by accepting a place within the nursery for their child. Parents and carers are asked to notify the Headteacher or School Business Manager if they have any concerns or queries regarding this policy.

Additional Information

Any charge made for activities/ trips will not be greater than the actual cost of providing the activity, divided by the number of children participating.

Any charge will not include an element of subsidy for any other children who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

If the nursery is unable to raise enough funds for an activity then it may be cancelled.

The discretion to remit in whole or in part any charge, which may be made by the nursery school has been vested in the Headteacher. Remission may be made on the grounds of educational considerations with regard to the needs of both the pupil and the school.

The nursery holds a separate policy in relation to letting out of the school building, a copy of which can be obtained from the nursery office.

Signed by The Chair of Governors:

Date: