



# CHARGING & REMISSIONS POLICY LITTLE WILLOWS NURSERY

Policy Date: Nov 2017  
Review Date: Nov 2020

The Governing Body reserves the right to make a charge in the following circumstances for provision of childcare in Little Willows Nursery.

## Sessions

- All sessions (funded and paid) are to be booked at the beginning of each term using the PAF form and the Little Willows Nursery application form. If a child attends more than one nursery it is parental choice as to which establishment claims the funding. However if the full term's funding has been claimed at one establishment it is not able to be transferred to another and any sessions in Little Willows Nursery will have to be charged as shown below. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.
- At the beginning of each term additional paid sessions will be offered after all eligible 3 and 4 year old have been offered their funded sessions.
- At the start of each school term, eligible children who were attending Little Willows Nursery in the previous term will be offered the opportunity to increase or decrease sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing.
- Remaining sessions will be offered to children on the waiting list.

## Charges

15 hours free Early Education Grant is able to be offered in a claim has not been made at any other establishment during the term the child wishes to start. Only If a child moves establishments mid-term and has not previously claimed the EEG then a claim can be made.

### 30 hours extended funding

We are able to offer the 15 hours extended funding to eligible parents/carers, however this must be applied for and a code received by the last day of the month preceding the term the child is set to start in nursery, otherwise sessions will be charged as below.

Little Willows Nursery session timings and fees are detailed below.

Session	Timings	Fees
Morning Nursery	8.50am – 11.50am	£11.50 (if not funded)
Lunchtime Supervision	11.50am – 12.30pm	£2.50
Afternoon Nursery	12.30pm – 3.30pm	£11.50 (if not funded)

Where no funded sessions are used the cost of the full day in nursery from 8.50am – 3.30pm is £25.50.

### Lunches

- Lunch time supervision fees do not include meals. Hot meals are available to purchase from the school at a cost of £2.30 each. Meals are payable on the day they are taken or weekly/half termly in advance. Please bring payments in a named envelope. Cheques are made payable to Woodbridge Primary School or can be made by bank transfer - Sort Code: 30-99-85 Account No: 00496178. Alternatively children are welcome to bring in a healthy packed lunch.
- Fees are reviewed annually on the 1st September.

**Please note that lunch time sessions cannot be included as part of the funded session entitlement as it is considered child care and not an educational session.**

- Paid sessions will be invoiced monthly in advance and payment is due within 7 days of the date of the invoice.
- Payment can be made via cash, cheque (made payable to Woodbridge Primary School) or direct bank transfer (Account number: 00496178 Sort code: 30-99-85). Full or part payments can also be made using

Childcare vouchers. Please contact the school office for further information about Childcare vouchers.

### **Charges/Late Collections**

Little Willows operates a strict 'on time' collection policy. A fee of £10 may be charged in the event of late collection. Please let the school know as soon as possible if you know you are going to be late so we can arrange staff to care for your child/ren.

If a parent/carer fails to collect their child/ren at the end of a booked session and has not contacted the school their child/ren will be placed into the lunchtime session (at the end of morning nursery) or Willow Garden After School Club (at the end of afternoon nursery) and will be charged accordingly. We also reserve the right to charge a £10 admin fee.

### **Late Payments**

**Invoices are sent out at the beginning of each month for sessions booked in advance plus any extra sessions from the previous month. These invoices must be paid in full within 7 days of the date of the invoice otherwise they may incur a charge of £10 admin fee. If the parent/carer fails to pay an invoice within 14 days of the date of the invoice the school has the right to refuse entry into Little Willows Nursery. Should you experience any difficulties in paying Nursery fees, please arrange to see the School Business Manager in confidence at the earliest opportunity.**

- All fees for sessions which have been booked are non-refundable.
- Cancellations or changes to bookings will only be accepted with appropriate prior notice (4 weeks) and at the discretion of the school.
- Holidays taken during term time are payable at the full rate.
- No refunds will be given due to illness, except in exceptional circumstances and at the discretion of the school.
- School lunches which have been paid for in advance will be carried over if the child does not attend a session.

All nursery sessions are only available to children aged 3 and above.

- All children attending Little Willows Nursery have access to Willow Garden Wrap Around Care. This is invoiced separately from Little Willows Nursery and will be invoiced in advance at the beginning of each month, with payment due within 7 days of the date of the invoice. Please also see Willow Garden Terms and COnditions
- Payment can be made via cash, cheque (made payable to Woodbridge Primary School), direct bank transfer (Account number: 00496178 Sort code: 30-99-85) or Childcare vouchers.

Willow Garden Wrap Around Care session timings and fees are detailed below:

Session	Timings	Fees
Breakfast Club	8.00am – 8.50am	£4 advance / £6 ad hoc
Early Bird Breakfast Club	8.30am – 8.50am	£2 advance / £3.50 ad hoc
Teatime Club 1	3.30pm – 5.00pm	£5 advance / £7 ad hoc
Teatime Club 2	4.30pm – 6.00pm	£5 advance / £7 ad hoc
Teatime Club 3	3.30pm – 6.00pm	£8 advance / £10 ad hoc