



## **Usworth Colliery Nursery School CHILDCARE FEES AND CHARGING POLICY 2021-2022**

### **INTRODUCTION**

Usworth Colliery Nursery School supports the entitlement to free 15 hours early years education provision for 2, 3, 4 and eligible deferring 5 year olds.

We support the extended 15 hours entitlement for eligible families, as introduced in September 2017.

### **2-3 YEAR OLDS**

We provide 15 hours per week free nursery childcare for children aged 2-3 from the term after their 2<sup>nd</sup> birthday, providing all eligibility checks are validated via The Families Information Service. The attendance patterns are sessional and term time only.

We can provide paid sessional nursery childcare sessions for children aged 2-3 from the term after their 2<sup>nd</sup> birthday, on parental request via a contractual agreement. Our current offer is a minimum of two sessions. In accordance with our School Admissions Policy children entitled to free 2 year old places have preference as these children can be more likely to be in need of an early start to nursery school.

### **3-4 YEAR OLDS**

We provide 15 hours per week free nursery education sessions for children aged 3-4, from the term after their 3<sup>rd</sup> birthday. The attendance patterns are sessional, term time only.

For children eligible for 30 hours Nursery Education we offer places subject to application via the HMRC Childcare choices procedure and validated by a voucher code by parents each term. The attendance patterns are sessional, term time only.

Families can consider some flexibility in this offer some opting for longer sessions e.g. attending 4 days term time only including after nursery sessions.

We can provide 15 hours per week free nursery education sessions for children aged 4-5, on parental request of a deferral from Reception Class.

We strongly recommend that parents ensure their feeder Primary school is in agreement with this deferral. The attendance patterns are sessional, term time only.

We can offer additional wrap around paid sessional nursery education and childcare sessions for children aged 3-4 on parental request via a contractual agreement. Nursery is open from 8.30-5.30. With additional sessions offered from 2.45pm – 5.30 Monday to Thursday and 2.45 – 5.00 on Friday.

### **PRIMARY AGE CHILDREN**

We can offer a term time only After School sessions for our partner primary school children, places can be limited and a waiting list is established following requests. The sessions will last no longer than 2 hours per day.

## **EQUALITY IMPLICATIONS**

We aim to ensure that our nursery school and childcare provision will enhance our children's well being, their achievements and promote secure foundations for future learning and life.

We aim to support parents and carers who wish to return to, or extend their work, attend education or training. This will support our families in reducing the impact of poverty.

## **AIMS OF OUR POLICY**

As a state maintained Nursery School, our priority will be to retain the 15 hours free nursery education above all other offers.

In addition:-

- We aim to ensure that our charges are fair and affordable.
- We will review our charges annually.
- We will give notice to parents and carers of increases in charges, the term prior to rises.
- Decisions to increase prices are made to sustain the nursery school provision for the community.
- We consider the charges made by other nursery schools in our area.
- We will support parents to find the sessional offer which best meets their needs.
- We will ensure that our 30 hours offer will have minimum cost to parents.
- Payment for school meals is optional and parents may provide a packed lunch for their child to reduce costs.
- We will make it clear on individual contracts which elements are free entitlement and which are paid for sessions.

## **OPENING HOURS AND SESSIONS**

The Nursery will be open 5 days per week from 8.30-5.30, during term time. School will be closed for three training days during the school year. Families will be notified in advance of these closure dates.

Under normal school circumstances (no Covid restrictions)

Free 15 hour education and 2 year old sessions will run from

- 08.45 – 11.45 and 12.45 – 3.45.

30 hour sessions will run in accordance to two patterns:-

- 08.45 – 14.45 for five days a week term time only

Additional sessional nursery education and childcare sessions for children aged 2, 3 and 4 on parental request are made via a contractual agreement.

The nursery will be open for a maximum of 39 weeks per year.

Wrap around primary school sessions will be open from 3.30-5.30 Monday to Thursday and 3.00 – 5.00 Friday due to school hours.

All parents and carers are required to complete a nursery attendance contract and a parental preference form to confirm their child's attendance pattern and their free / paid elements.

We require 4 weeks notice of any cancellation to sessions and we will charge for sessions until this notice period is complete. Reasonable individual adjustments and occasional ad hoc sessions without contract can be made on request providing spaces are available.

Once a child's place is confirmed it is advised that a request form is completed as soon as possible to ensure the correct sessions are in place for children starting nursery.

### **COST OF SESSIONS**

#### **2-3 year old Meadow Class Childcare**

**Sessions are for no more than 3 hours per day**

<b>HALF DAY</b>	<b>SESSION 1 AM 08.45 – 11.45 £13.50</b>	<b>SESSION 2 PM 12.45 – 15.45 £13.50</b>
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#### **Meal costs**

Fruit and snack costs payable by parents / carers £5.00 per half term

#### **3-4 year old Woodlands Class Free 30 hours / additional sessions**

**Monday to Thursday**

<b>AM SESSION</b>	<b>LUNCH</b>	<b>PM SESSION</b>	<b>AFTER SCHOOL 1</b>	<b>AFTER SCHOOL 2</b>	<b>AFTER SCHOOL 3</b>
<b>8.45 – 11.45</b>	<b>11.45-12.45</b>	<b>12.45 – 2.45</b>	<b>2.45– 3.45</b>	<b>3.45 – 4.45</b>	<b>4.45 – 5.15</b>
<b>Free or £13.50</b>	<b>£4.50</b>	<b>Free or £13.50</b>	<b>£4.50</b>	<b>£4.50</b>	<b>£2.25</b>

#### **Meal costs**

Fruit and snack costs payable by parents / carers £5.00 per half term

Packed lunch provided from home

Tea provided by nursery school.

#### **3-4 year old Woodlands Class Free 30 hours / additional sessions**

**Friday**

<b>AM SESSION</b>	<b>LUNCH</b>	<b>PM SESSION</b>	<b>AFTER SCHOOL 1</b>	<b>AFTER SCHOOL 2</b>	<b>AFTER SCHOOL 3</b>
<b>8.45 – 11.45</b>	<b>11.45-12.45</b>	<b>12.45 – 2.45</b>	<b>2.45– 3.45</b>	<b>3.45 – 4.45</b>	<b>4.45 – 5.00</b>
<b>Free or £13.50</b>	<b>£4.50</b>	<b>Free or £13.50</b>	<b>£4.50</b>	<b>£4.50</b>	<b>£1.00</b>

#### **Meal costs**

Fruit and snack costs payable by parents / carers £5.00 per half term

Packed lunch provided from home

Food provided by school healthy tea, fruit snacks and drinks.

**5-11 year old wrap around Primary School Care  
Monday to Thursday**

	<b>AFTER SCHOOL CLUB</b>	
	<b>TEA SESSION 3.30-4.30 £4.00</b>	<b>LATE SESSION 4.30-5.15 £3.00</b>
<b>HALF SESSIONS OR ABSENCES</b>	<b>ATTENDING CLUB IN PRIMARY SCHOOL JOINING LATER THAN 3.30 50% OF NORMAL FEES AS A RETAINER</b>	<b>ABSENT FOR 5 DAYS 50% OF NORMAL FEES AS A RETAINER</b>

**Meal costs**

Food provided by school healthy tea, fruit snacks and drinks.

**5-11 year old wrap around Primary School Care  
Monday to Thursday**

	<b>AFTER SCHOOL CLUB</b>	
	<b>TEA SESSION 3.00 – 4.00 £4.00</b>	<b>LATE SESSION 4.00-5.00 £4.00</b>
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**Meal costs**

Food provided by school healthy tea, fruit snacks and drinks.

**PAYMENTS**

Summary bills for childcare will be listed as half termly amounts payable in advance.

Additional sessions

- Payment is required from the first day of childcare sessions commencing.
- Payments can be made via the Sunderland City Council online payment system or by cheque if agreed by school.
- Payments can be made weekly, 4 weekly advance payment or ½ termly advance payment.
- Failure to pay fees within the half termly payment periods can result in the child losing their nursery place and the balance of the account will be passed over to Sunderland City Council to recover the outstanding fees.
- New childcare contracts for 2021-22 will not be issued if there are outstanding fees at the end of the school year 2020-21.

**VOLUNTARY CONTRIBUTIONS**

All group bases have their own collection boxes we encourage children to make small donations.

Voluntary contributions are requested to cover the costs of local visits, visitors, shopping for food tasting and cooking activities and special events organised to enrich the delivery of the early years curriculum. No child is excluded if a contribution is not made.

We use a percentage of our school fund to fully sponsor a nursery playgroup in Jobarpar in Bangladesh for the Oxford Mission. The children there attend nursery each day to learn and play. They receive clothing and food due to the generous sponsorship of our families.

### **ADDITIONAL FEES**

Usworth Colliery Nursery School reserves the right to impose charges for non-notified late collection of children of up to £5.00 for every 15 minutes late to cover staffing costs.

### **NON PAYMENT OF FEES**

- **A reminder of non payment of fees will be sent two weeks after due date with a follow up reminder sent a week later.**
- **If payment is not been received within 4 weeks of the due date notification that the child's place will be withdrawn is given.**
- **The outstanding invoice will be raised at this time via the City Council and notification to withdraw childcare will be given. The City Council will pursue non payments and this can result in CCJ's.**

### **CLOSURE OF NURSERY**

No charges are made for Bank Holidays.

Bank Holiday Mondays are counted as part of the 4 weeks closure dates, therefore if a child would normally access a Monday session, this is not redeemable.

Nursery has 5 training days per year 3 in term time 2 in holidays – holiday closures are counted in 48 weeks allowance for all year round pupils.

If nursery is closed due to inclement weather we will follow our set policy and procedure to notify families and no charges will be made for additional sessions.

### **REVIEW OF POLICY**

This policy will be reviewed annually in the summer term to enable families to have correct information for fees at the start of the school year.

Policy adopted by the Governing Body of Usworth Colliery Nursery School

<b>POLICY REVIEWED</b>	<b>JUNE 2021</b>
<b>POLICY RATIFIED</b>	<b>JULY 2021</b>
<b>POLICY REVIEW</b>	<b>SUMMER 2022</b>