



# Oxclose Community Nursery School

## Charging & Remissions Policy

### Rationale

We want children to experience a rich and varied range of experiences, both within nursery and through visits and outings. No child will be treated differently because their parents have or have not made a contribution to response to a request. As a general policy, no charge will normally be made for educational activity taking place wholly or mainly within school hours. However, there may be occasions when the nursery school may offer additional activities for the benefit of the children. On these occasions parents will be invited to make a voluntary contribution.

### Aim of the policy:

The aim of the policy is to set out the charges Oxclose Community Nursery School will make for childcare, which includes breakfast, lunch and after school. We will:

- Ensure our charges are fair and affordable
- Review charges regularly
- Ensure that all parent / carers are given notice in advance prior to its effective date
- Ensure that the primary objective of any monetary increase is made to sustain the nursery school
- Ensure parents can easily identify on their statement which charges relate to the additional hours from their free entitlement.

### Registration:

- A contract must be signed by both Oxclose community Nursery School and the parent for all childcare services. The contract will outline agreed session times and weekly charges.
- A deposit of £50 is requested on confirmation of a private childcare place.

### Payment Methods:

- A statement of childcare fees and payments will be issued at the end of each half term. This will be for all children accessing childcare including wraparound care
- Fees are payable weekly / monthly in advance
- Payment to be made by cheque, cash, childcare vouchers or online via Sunderland .gov. Any changes arising from payment for un cleared funds will be passed on to the parent.
- All payments should be made to the school office. Payment should be given in an envelope addressed with the child's name, along with the amount enclosed and the words 'nursery fees'.
- Cheques should be made payable to **CITY OF SUNDERLAND**.
- Receipts are given to parents/ carers within 24 hours, excluding holiday periods.

### Changes to Fees:

- In the event that the nursery applies any discretionary discount to fees, this will be solely as a good will gesture and will not constitute any variation of this policy or terms and conditions. This decision can only be made by the Headteacher and in consultation with the Governing Board

- Swapped sessions times or days cannot be accommodated. Extra childcare can be booked at short notice but this will be dependent upon availability
- Parents must inform the school of any absence due to illness or holiday at least 24 hours prior to the day to cancel fees for that time
- The notice period for withdrawing a child from any childcare services at Oxclose Community Nursery School is one week

#### **Charges:**

- Childcare provision is available from 7.30 am to 5 pm five days a week during school term time only.
- All childcare and wraparound fees are charged by the session.
- Breakfast session 7.30 – 8.45 am / morning session 8.45 – 11.45am / afternoon session 12.30 – 3.30pm / after school session 3.30 – 5 pm.

#### **Payment Arrears:**

- If fees are not paid within the given time the Business Manager will produce a payment plan in agreement with the Headteacher
- If fees are continued to be unpaid over a period of two weeks, childcare will cease. Parents will receive written confirmation of this.
- The Local Authority will pursue legal action to recover the outstanding amount owed through the Sunderland City Council automated debt recovery system.

#### **Government Funding – Free entitlement**

Oxclose Community Nursery School is a maintained school and provides 15 hours Free Entitlement to 3 and 4-year-old children, commencing the term after their 3<sup>rd</sup> birthday.

We also offer additional 15 hours (30 hours' childcare entitlement) to children whose parents working and who meet the specified criteria (please ask for details).

We offer 2 year olds a 15 hour funded place for those children who meet the specified criteria (please ask for details in school).

#### **Voluntary Donations**

In the main nursery parents are asked to make a voluntary donation of £4 per half term to enable the school to provide a daily healthy snack, cooking resources and supplement extra curriculum activities. In line with government regulations parents are advised that:

- All donations are voluntary
- Children of parents who do not contribute will not be treated any differently, no pupil may be left out of an activity because their parent cannot or will not make a donation of any kind.

#### **Cancellation of Sessions**

- The Governing Board and Headteacher reserve the right to change the fees within the given notice period.
- Should a parent accept a childcare place and refuse it at a later date, the deposit will not be returned.

The charge regulation set out in this policy is based on resource requirements required to meet the Early Years Foundation Stage and Ofsted regulations.