

# Nursery Fees and Debt Management Policy

Wheelwright Lane Nursery



*Learning For Life*

## **AIM**

The aim of this policy is to set out the fees for Nursery provision including; fees required for lunchtime cover; school lunch; extra activities; and costs incurred due to late collection of children. Also included are the remissions that will be implemented and the circumstances under which contributions will be requested from parents. It is also to include the procedures and fees incurred for the recovery of debt and late payments due to the nursery.

## **RESPONSIBILITIES**

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation.

Wheelwright Lane Primary School and Nursery is committed to providing quality education based on equality of opportunity. We want our pupils to be able to participate fully in every aspect of the curriculum. We provide a rich learning experience that will enable the children to develop through our broad and balanced curriculum.

## **Nursery**

All children receive 15 hours free, funded education each week, from the term after their third birthday. Some parents/carers will also wish to place their child in Nursery for longer than their 15 hours free entitlement and will incur the charges listed below. In addition, children can start accessing Nursery provision from their third birthday, starting Nursery in the term they turn three. However, this is not funded and therefore there will be a charge for this facility up until the term after their third birthday, when they will receive their free entitlement.

**The charge will be:**

- **3 hour Nursery session ( 8.50-11.50 or 12.10-3.10) = £12 per session**
- **Children staying for lunch time with a school lunch provided = £4.00 per day**
- **Children staying for lunch with their own packed lunch = £2.00 per day**

A child may access up to 5 days per week (15 hours either am or pm sessions)

- These sessions are optional and the nursery will accommodate sessions suitable for parents where available.
- All Nursery session fees are to be paid in advance; one week/ one month/ one term.
- Lunch fees (either £2.00 or £4.00) to be paid weekly at the child's first session - in cash in a sealed envelope stating days and lunch option.
- Late payments will need to be made within seven working days; failure to do so will result in that optional child care place being withdrawn.
- Payments can be made in cash, cheque or standing order, made payable to Wheelwright Lane Primary School School.
- We also accept company vouchers. Please contact the Nursery Manager to arrange.

## **Late Collection**

The Nursery will make every effort to contact a parent/carer if they do not turn up on time to collect their child, including contacting the adults on the emergency list. It is crucial that parent/s carers let the Nursery know if they will be late to collect their child so that the child is not worried. As staff are required to stay after their normal working hours there will be a late payment charge for this unexpected event.

A charge of £5 per 15mins or part thereof will apply; this is to cover the cost of the two members of staff staying out of hours to support the child.

## **Late Payment Charge**

A charge will apply for any fees which are not paid within 7 days of the payment that is due. (Payments are required a week in advance of attendance or a month in advance if paying monthly.)

Late payment charges are £5 per week and will be payable on the first day of attendance the following week, along with any payment arrears.

Staff reserve the right to refuse attendance if payments are not made promptly and in line with our charging policy. If you are experiencing difficulties with payments, please discuss this as soon as possible with the Nursery Manager.

Educational Visits and Workshops

We will arrange Educational Visits and activities for the Nursery children and invite visitors into school to support and enhance the curriculum. We will inform parents/carers in advance that the activity or trip will take place. We will ask for a voluntary contribution in order for the activity/trip to go ahead. If we do not receive enough funds to cover the cost then the activity will not go ahead. However, we will not exclude children from taking part if the Nursery deems that the activity should take place. Please discuss this with the Nursery Manager.

This policy was ratified by Wheelwright Lane Nursery Governing Body

On .....6<sup>th</sup> May 2017..... (date)

To be Reviewed.....May 2018 or when changes occur..... (date)

Signed on behalf of the Governing Body Committee.....

Name of Signatory.....