



## CROSSENS NURSERY SCHOOL - CHARGING AND REMISSIONS POLICY

### 1. Voluntary Contributions

- I. Crossens Nursery School will ask parents for **voluntary contributions** for:
  - School trips
  - Snacks
  - Charity events
  - Parties
- II. The school reserves the right to cancel activities /events / trips if voluntary contributions do not cover the cost.
- III. The school will not charge for property damaged accidentally but where it is considered that property / equipment has been damaged maliciously a charge will be made.
- IV. The school will ask for a contribution for lost reading books and bags.

### 2. School Consumables Fund

We request that parents make a half termly donation of £10 to cover consumable resources, such as playdough or baking ingredient and to cover children's snack.

Snack is available daily in the nursery and usually consists of a drink of milk or water, fruit, dried fruit or cereal. Occasionally the children may make their own 'enhanced snack', such as sandwiches, toast or pancakes as part of a planned learning experience.

### 3. Extended Services and Childcare

Pricing Schedule – September 2023		
SERVICE	TIME	CHARGE
Breakfast	7.45 - 9.15am	£4.50 (Includes Breakfast)
Early Drop Off	8.30 – 9.15am	£3.00
Lunch	12.15-12.45pm	£2.50 (Parents provide packed lunch)
Full day	9.15am – 3.15pm (6 hours)	£35.00
AM /PM session	9.15-12.15pm /12.45pm-3.45pm (3 hour sessions)	£17.50 per 3 hours
After school	3.15 - 3.45pm	£2.50

### Additional Information

- I. Costs are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.
- II. The school will make every effort to avoid unnecessary costs to parents. The school does not seek to make a profit.
- III. Childcare provision will be available from 7.45 a.m. to 3.45pm (8 Hours), five days a week, during term time.
- IV. Minimum requirement of acceptance of a place for free early years entitlement for 2,3 and 4 year olds at Crossens Nursery School is 15 hours comprising 5 x 3 hour sessions across mornings, afternoons, 2.5 days or a bespoke package totalling 15 hours
- V. Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
- VI. The charging policy covers children accessing care additional to the Early Years free entitlement.
- VII. No charge can be made for the Early Years free entitlement of 15 hours per week, but parents/carers can purchase additional childcare provision where available.
- VIII. It is not possible to swap sessions. Ad hoc requests to swap sessions on a temporary basis will be treated as a request for an additional session and will be charged at the usual rate.

**Charges for absences:**

- I. Charges will be made for sessions even when a child is absent through sickness or holiday
- II. If the child is collected earlier than the stated contractual time, the full fee still applies. Late arrival at the start of the session does not permit late collection.
- III. If for some reason we have to close the school due to an inset/staff training day or for emergency reasons a reimbursement will be given to all parents/carers the following month.
- IV. In the event of parents requesting a temporary reduction to their child's additional services, the governing board have agreed that only 50% of the fees will be payable.

**Non-payment of Fees**

If payment has not been received within 4 weeks of the date of the invoice the child's place will cease to be available.

**Notice Period:**

- I. The period of notice to be given to change or terminate a contract is 4 weeks.
- II. Notice of change or termination of contract must be given in writing, detailing the reason for the change or termination.
- III. Full fees remain payable throughout the notice period.
- IV. Fees are reviewed periodically, but no increase will be made without at least one month's notice being given.

**The school reserves the right to refer outstanding debts to the Local Authority Debt Collection Service.**

Agreed by Governors: June 2025

Date for Review: June 2027