CNS

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 ingredients 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/ rice cakes/ breadsticks. 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.

Non-payment of Fees

If payment has not been received within 4 weeks of the date of the invoice the child's place may 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 2026
Date for Review: June 2028