

Aims

White Meadows Nursery aims to provide affordable, flexible and high-quality childcare while ensuring that the service remains financially viable and meets the needs of families. Staff can support families to apply for benefits such as Childcare Vouchers, Free School Meals and other entitlements.

Free Entitlement Nursery Places

All children aged 3-5 years (term after their 3rd birthday) are offered 15 hours of free childcare per week. These hours can be used in any combination of the sessions listed below. If eligible, the nursery can provide 30 hours free entitlement. Funding is also available for 2-year-olds whose parents are in receipt of certain benefits up to 15 hours. If eligible, you can book sessions in the Nursery up to 15 hours and it is not mandatory to use all your entitlement. However, priority will be given to those using their full number of funded hours. **Free Entitlement** hours can be claimed Mon-Fri in the following sessions: 9am-3pm, 9am-12pm, 12pm-3pm.

Please go to www.westsussex.gov.uk/freechildcare for further information and to check your eligibility.

If your child is attending a session that includes the lunch hour, you should provide them with a packed lunch or hot meals are available via the school caterers Chartwell's (please ask for further details). There is no deposit payable if you are just using your free entitlement. If you have any questions or need any assistance, please contact the school office.

Fees (2 year old room only)

If you would like to extend your child's hours to full time or they are not yet entitled to free childcare, the fees are £6.50 per hour. Please note that we offer up to 15 hours or 30 hours.

EYPP (Early Years Pupil Premium) and DAF (Disability Access Funding) are not applicable in our 2-year-old nursery.

Contract with Families

The following terms and conditions apply:

Payment

The Academy and family will agree a contract for their child to attend a set number of sessions a week. On accepting a **fee-paying place** the family will be asked for a non-refundable set-up fee of £40 (siblings/twins will each incur their own set-up fee).

Fees are payable in advance by the last Friday of each Half Term. There is an option to pay weekly in the lead up to this date. Fees can be paid in the following way:

By internet banking
By Childcare vouchers

Late Payments

Fees that are not paid by the last Friday of each Half Term will automatically receive a late payment charge of £10. In this case the following procedure will apply:

Families will be telephoned by the next working day following the holiday asking for immediate payment (usually a Monday).

If the outstanding fees are paid, all paid for sessions will continue as normal. If fees are not received by the Friday of that week all paid for sessions will be stopped with immediate effect.

If fees still remain outstanding the debt will be passed to **REAch2 Academy** for recovery.

Financial Difficulties

We understand that some families may experience financial difficulties and we would like to work together to minimise disruption to the child's care and education and also to prevent families from increasing their debt. Families experiencing financial difficulties should discuss this as soon as possible with Mrs O'Connor Office Coordinator and a payment plan will then be put in place.

Operating Hours

White Meadows Nursery is open between 9am and 3pm Monday to Friday, **term time only**. We also close for up to 5 days during the year for staff training (INSET). You will not be expected to pay for any INSET and Bank Holidays.

Absences

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the Head of School's discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalisation. However, for absences of up to 5 days all sessions must still be paid for. If your child is absent for more than ten days and you have not contacted us, we will assume you no longer require the place. You will be charged for any outstanding fees.

Adverse weather closures

If the Academy has to close due to adverse weather (e.g. heavy snowfall) any fees already charged will not be refunded. In the event of any longer term or sustained closure, reductions would be at the Head of School's discretion.

Late Collection Charges

It is essential that children are collected on time. If children have not been collected by the end of their session you will incur a late collection charge of £5 for the first 10

minutes they remain in our care and a further £1 per minute thereafter. If your child is collected late on a regular basis you will be asked to meet with the Nursery Manager. It is important to note that in line with our Collections Policy if your child has not been collected within 30 minutes and we have been unable to make contact with an authorised adult, the Academy will contact Children's Social Care to inform them that a child has failed to be collected.

Extending Sessions

If you need to extend your child's session hours, you need to put this in writing to the office via email. Availability will be dependent on spaces and a new finance agreement will need to be discussed.

Reduction of Hours/ Termination of Contract

We require half a term's notice in writing to reduce your hours or to stop your childcare sessions completely, if you are paying for your child's space. We require 4 weeks notice if your child receives Free Entitlement Hours. If you claim Free Entitlement Hours and top up by paying for additional hours, we require half a term's notice, as you are paying for a private space.

Policy Review

The Fee Policy will be reviewed in September each year. Any resulting changes will be effective from the 1st September that year. We reserve the right to increase fees at any time should it be necessary. In these circumstances we will give one month's notice of intent to change fees.

I / We have read, understood and agreed to the terms and conditions of the Fee Policy from 1st September 2023 outlined above.

Child's Name: _____

Signed: _____ (parent / carer)

Parent / Carer name: _____

Date: _____

Mrs L Winter
Nursery Leader
White Meadows Primary Academy
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