



Fee Policy for White Meadows Primary Academy Nursery

Aims

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

Free Entitlement Nursery Places

All children aged 3-5 years (from the term after their 3rd birthday) are entitled to 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 also provide 30 hours of free entitlement. Funding is available for 2-year-olds whose parents receive certain benefits, up to 15 hours, or extended to 30 hours for working parents.

If eligible, you may book sessions in the nursery up to 15 hours, and it is not mandatory to use your full entitlement. However, priority will be given to those using their full number of funded hours. Free Entitlement and Government Funded hours can be claimed Monday to Friday in the following sessions: 9am-3pm, 9am-12pm, or 12pm-3pm. For further information and to check your eligibility, please visit www.westsussex.gov.uk/freechildcare.

If your child attends a session that includes the lunch hour, you should provide a packed lunch. Alternatively, hot meals are available via the school caterers, Chartwell's (please ask for further details). No deposit is required if you are only using your free entitlement. If you have any questions or need assistance, please contact the school office.

Fees

If you wish 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. We offer up to 15 hours or 30 hours of childcare.

Please note that 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 each week. 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 via internet banking or using Childcare Vouchers.

Late Payments

Fees not paid by the last Friday of each half term will automatically incur a late payment charge of £10. In such cases, the following procedure will apply:

Families will be contacted by phone on the next working day following the holiday (usually a Monday) requesting immediate payment. 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 remain outstanding, the debt will be passed to REAch2 Academy for recovery.

Financial Difficulties

We understand that some families may experience financial difficulties. We aim to work together to minimise disruption to the child's care and education and to prevent families from accumulating debt. Families experiencing financial difficulties should speak with the Office Coordinator as soon as possible. A payment plan will then be arranged.

Operating Hours

White Meadows Nursery is open from 9am to 3pm, Monday to Friday, term time only. We also close for up to 5 days during the year for staff training (INSET) and a further 5 days to align with school holidays. You will not be expected to pay for any INSET days, Bank Holidays, or Nursery Closure Days.

Absences

If a child is absent due to illness or holidays, fees for those sessions must still be paid. It is at the Head of School's discretion to reimburse fees or offer concessions for unexpected, prolonged absences (e.g. hospitalisation). However, for absences of up to 5 days, all sessions must be paid for. If your child is absent for more than 10 days and we have not been contacted, we will assume the place is no longer required. You will be charged for any outstanding fees.

Adverse Weather Closures

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

Late Collection Charges

It is essential that children are collected on time. If a child is not collected by the end of their session, a late collection charge of £5 will apply for the first 10 minutes, followed by £1 per minute thereafter. If late collection occurs regularly, you will be asked to meet with the Nursery Manager. In line with our Collections Policy, if a child has not been collected within 30 minutes and we have been unable to contact an authorised adult, the Academy will notify Children's Social Care.

Extending Sessions

If you wish to extend your child's session hours, please submit your request in writing to the office and Nursery Manager via email. Availability will depend on space, and a new financial agreement will need to be discussed.

Reduction of Hours / Termination of Contract

If you are paying for your child's space, we require half a term's notice in writing to reduce hours or terminate childcare sessions. If your child receives Free Entitlement Hours, we require 4 weeks' notice. If you claim Free Entitlement Hours and also pay for additional hours, we require half a term's notice, as this constitutes a private space.

Policy Review

The Fee Policy will be reviewed annually in September. Any changes will take effect from 1st September of that year. We reserve the right to increase fees at any time if necessary. In such cases, one month's notice will be given.

I / We have read, understood, and agreed to the terms and conditions of the Fee Policy from 1st September 2025 as outlined above.

Child's Name: _____

Signed: _____ (parent / carer)

Parent / Carer name: _____

Date: _____