

## **Early Learning & Childcare Charging Policy**

### **Early Learning Funding Entitlement**

Downham Preparatory School and Montessori Nursery is listed with Norfolk County Council as an approved provider to offer the Early Education funding entitlement for all 3- and 4-year-olds and has agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities.

The nursery is not registered to accept the funding for 2-year-olds. The nursery is registered to accept the 15 hours universal funding.

The Early Education Funding (Grant) is available to all children aged 3 years and over from the term after their 3<sup>rd</sup> birthday.

Government funding is intended to cover the delivery, of 15 hours free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Although we are allowed to charge for snacks and consumables, we have decided not to do this as we want to ensure that all the children attending are provided with suitable drinks and snacks. Hot lunches can be purchased from the school during term time or a packed lunch can be provided by the parents.

The Nursery is open daily for 8am-6pm for 51 weeks of the year. (For full fees please see sessions and fees sheet)

The Nursery offers the free Early Education Funding which is available for 38 weeks of the year.

The 15 hours free entitlement is offered as follows:

Sessions of 2.5 hours – a morning session 9.00am-11.30am or afternoon - 12.30pm-3.00pm  
5 mornings or 5 afternoon sessions- A total of 12.5 hours free Early Learning (Grant)

To access the full 15 hours your child would need to attend for one full day-

For example, 4x am sessions 9-11.30am and 1 full day 9.00-3.00pm- The hour 11.30-12.30 is not included in the free hours, parents can take their child home or pay for the additional hour if they wish, the fee for this is £7.50.

Additional hours are charged per half hour (For full fees please see sessions and fees sheet)

Parents receive an invoice showing the free grant hours claimed on their behalf for the term. Any additional hours are charged at the rate stated in our fees information.

The free entitlement will be delivered consistently so that all children accessing any of the free entitlement will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Registration in our nursery is only open to pupils who will be attending our Preparatory School. (children who will not be staying can register at our other nursery in Downham

Market) There is no registration fee for our nursery school. A registration fee of £75. Is charged to reserve a place for your child in our primary school. There is no additional registration fee for the nursery. During your child's last year in our nursery, you will be asked to confirm your registration for our Primary by paying a deposit of £250. This is deducted from the first term's fees in Reception class.

Parents often register their children when they are only months old. They pay a registration fee to ensure that a place is kept for them. We do not charge a registration fee when we are offering a place.

The nursery is open all year round, with the nursery offering optional holiday care facilities for working parents who require care all year around. Parents are sent a separate booking form for holiday care and are invoiced for this separately. There is no Early Learning Funding (Grant) available for holiday care.

### **Payment**

Payment is made in advance. The Nursery will accept payment in all Childcare Vouchers, Cash, cheques and direct debit.

The information on how to pay by internet banking is included on our Nursery invoice.

Payment terms are as follows-

The nursery invoices parents each term: September-December  
January- March  
April- July

Each invoice shows the full amount payable; the invoice also gives parents the option to pay the amount in 3 instalments, which will also include an administration charge.

Parents who withdraw their child from the nursery are required to give one month's notice in writing. Or pay a month's fees in lieu of notice.

If payment is not made, we follow the procedure as illustrated below: -

After one week a reminder copy of the invoice is sent.

After Two weeks, if no payment is made,



A reminder letter is sent with a copy of the Invoice and a late fees payment of £10 is applied



If no payment is made after several reminders, we inform the parent that their child cannot attend until the debt has been cleared. A warning letter is sent advising that the debt will be passed to our agents for recovery.

All nursery fees are reviewed every school year (September) and a copy of the fees are sent to all parents.

Parents are still required to pay the full fees for their child's non-attendance due to illness or holidays. Except in exceptional circumstances when the child is absent for a prolonged period due to ill health. The parents are invited to a meeting to agree a retainer fee to keep their child's place open.

The nursery is closed for all bank holidays and staff development days which are not charged for.

This policy was adopted at a meeting of	<u>Downham Prep School &amp; Montessori</u>	name of setting
Held on	<u>April 2021</u>	(date)
Date to be reviewed	<u>April 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>E.J Laffeaty-Sharpe</u>	
Role of signatory (e.g. Chair/owner)	<u>Principal / Proprietor</u>	