



Nursery Charging

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Version History

Version Number	Date	Editor	Changes
1.0	25/6/18	Richard Baines	Added Version History as Part of updated to all Policies for New Intranet Page
1.1	23/11/18	Ailsa Moore	Annual review of policy. Dates changed.
2.0	03/05/19	Mark Illingworth	Converted and made public
3.0	11/12/19	Debbie Hodgson	Annual review of policy. Dates changed.
4.0	17/12/20	Lucy Ford	Annual review of policy. Dates changed.
5.0	25/11/21	Lucy Ford	Annual review of policy. Dates changed.
6.0	12/12/22	Lucy Ford	Annual review of policy. Date changed.
7.0	04/12/23	Cara Broadbent	Annual review of policy. Date changed. Changes made to Pg 4 Additional Sessions and Charges with extra bullet points added in on Pg 5 continued. Changes made to page 5, Timing of Payments first bullet point changed. Page 5, Additional Fees section removed.

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Nursery Charging Policy for Childcare at Hollybank Trust Nursery School

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development. e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, butterflies, the farm. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the foundation stage curriculum requirements. No charge can be made for education and care during a child's 15/30 hour entitlement.

The Governing Body reserves the right to make a charge in the following circumstances.

- Voluntary

Hollybank Trust supports the entitlement to free 15 hours early years provision from the age of 2 years old from the term following a child's second birthday up until they reach compulsory school age, for every child meeting the Hollybank Trust criteria.

Regulations prescribe that children become eligible for free early years provision on the dates set out below.

1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

Eligibility for 2-year-olds

- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance

Child care charges

- Parents are not obliged to purchase additional hours or pay lunch time charges in order to secure free provision.
- We are term-time only provision following the Hollybank Trust School Term dates.

Additional sessions and charges

Extra sessions can be purchased for an additional cost.

Nursery Charging

- Parents will only be invoiced for those sessions not covered by the free nursery entitlement.
- Any changes to agreed extra sessions must be requested and agreed by Hollybank Trust 4 weeks prior to the request.
- The cost of the additional sessions will be agreed prior to starting and fees are reviewed annually.

If a child is absent due to sickness refunds or reductions are NOT available for absence. (School costs do not diminish if your child is unfortunately ill)

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Timing of payments

- Charges will be made for sessions when the nursery is unable to open due to circumstances beyond our control e.g. extreme weather, flooding etc

This is because the overheads of the nursery such as staffing still have to be covered.

The notice period for withdrawing a child from Hollybank Trust Nursery is one calendar month.

Changes to sessions

Unfortunately, we are unable to accommodate short term changes to nursery sessions such as changing from a Thursday morning to a Friday afternoon for one week only, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

Attendance for nursery aged children has no bearing on admission to Reception.

Separate admission forms for Reception children will have to be made in line with the local authority co-ordinated admissions scheme.