

# The Federation of Grove House and Kings Park Infant Schools



## Nursery - Charging Policy

- Government funding is intended to cover the cost to deliver 15 hours a week of free, high quality, flexible childcare only, it is not intended to cover cost of meals, consumables, additional hours or additional services.
- We only offer 15 funded hours per week. We do not provide any additional hours.
- Charges for additional services such as trips will be agreed in advance with families
- There is no charge for the following –
  - Cost of Snacks
  - Consumables
  - Late Collection
  - Late Payment
  - Registration
  - Retainer
  - Deposit
- Parent/carers are not required to pay any fees for the **free** entitlement.
- The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision.
- There will be no deposit charged, no retainer fee, no registration fee, no late payment fee and no charge for late collection
- Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding

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applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement

- Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.
- The entitlement is offered free. Parent/carers will not be charged a "top up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.
- All families will be issued an invoice weekly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.
- Extra hours are not available.
- Accepted payment method – bank transfer.
- Payment terms – payment one week in advance
- The following process informs parent/carers that the payment term has not been met

Eg –

Reminder      >      Letters      >      Referral to Committee      >      Court Action

- Fees are reviewed annually during the summer term and one month's notice period given prior to an increase
- Voluntary contributions (eg. to support the cost of a trip).
- Setting Closure (eg. school holidays, bank holidays, extreme weather conditions, staff development days, sickness) . No fee will be charged.

***Any questions or concerns regarding this policy should be made to the Headteacher.***