



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Nursery Policy

West Buckland Nursery aims to offer a high quality, safe and stimulating environment that provides a service that is good value for money, fair and competitively priced. West Buckland Nursery is open Monday to Friday from 09:00 to 15:00, during school term times. Children can attend sessions of mornings, afternoons or full days.

Fee Structure

	Morning session 0900-1200	Afternoon session 1200-1500	Full day
Age 2 (£5.00 per hour)	£15.00	£15.00	£30.00
Age 3-4 (£4.80 per hour)	£14.40	£14.40	£28.80

Fees quoted are per child. Fees are payable half termly in advance and invoices will be issued one month before the relevant period of childcare to ensure a 30 day payment period expires before the childcare begins.

Please note: nappies and wipes are excluded and must be supplied by the parent / carer.

Meals, snacks and drinks

Your child will receive free milk each day through the Cool Milk scheme. You will need to register your child for this. You can collect details from nursery when you first bring your child. The children will also be given a piece of fruit at snack time. There is no charge for this.

If your child is staying for the whole day, you can either order a hot school meal for them or provide a healthy packed lunch. Hot meals consist of a main or vegetarian option with pudding. These costs £2.40 and can be order via Parent Mail. Nursery staff will plate this in the classroom and supervise the children.

For packed lunches, we encourage children to bring a sandwich or other carbohydrate and protein 'main', plus some fruit, salad or raw vegetables, a dairy item such as yoghurt or cheese plus, if you wish, a treat item such as a biscuit, piece of cake or some crisps. Please do not include fizzy or energy drinks, sweets or chocolate, though a chocolate covered biscuit is acceptable. Nursery staff will remain with the children all day to supervise their lunches.

Communication

All communication inwards to our Nursery must be sent to nursery@wb.huish.education

All outbound communications from us will come via Parent Mail.

Tapestry

We use an online platform and app called Tapestry to share your child's learning with you. Photos, videos and observation notes are recorded using an iPad and uploaded to your child's account. This then sends the content to the app on your mobile device so you can see what your child has been up to. A separate letter, containing more details, must be read and signed before this system can be used and your account set up.

Data collection

A school wide data collection sheet is sent out each year to ensure we have up-to-date contact, medical and dietary details for your child. This MUST be completed before your child can start at Nursery.

Permission

A permissions form is sent out via Parent Mail and must be completed for you to identify what your child can and cannot do or be part of.

Wider School

The Nursery works closely with the rest of the school. We come together for events, celebrations, transition and administration. It is lovely to see our youngest children and oldest children interact and work and play together where possible. As such you will receive the whole school newsletter each week to share with you everything that has been happening and what is being planned.

Planning

In our Nursery we believe learning and play should be child led. Our Nursery Curriculum is planned around a topic per half term with detailed planning for each of the seven areas completed. A half termly overview is then submitted to the Headteacher and shared with parents/carers. There is a real focus on vocabulary and we work hard to ensure there is a balance between adult led and child led activities. Working closely with the Reception teacher, weekly planning is completed together to share learning objective and activity ideas.

Assessment

Each child's progress is recorded on Tapestry. Staff record and annotate observations which are then assessed against the Early Learning Goals framework on their online journal. This is shared with parents at Parents Evenings.

Policies

West Buckland Nursery shares policies with the school. We have a consistent approach to behaviour, Safeguarding, Health & Safety and a best practice approach to teaching and learning and homework. All our policies can be found on the school website, and we advise you read these before joining us.

Early Years Entitlement Funding

Universal Entitlement

The Universal Early Years Entitlement is available to all three and four year olds. Although this is often known as 15 hours of funding a week, this refers to 15 hours a week during school term time, which equates to 570 hours a year.

Children become eligible for the Universal Early Years Entitlement in the funding period **after** their third birthday and remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday (visit www.somerset.gov.uk/eye for more information).

If your child is born between:	Funding can be claimed from:
1 st September – 31 st December	January following their third birthday
1 st January – 31 st March	April following their third birthday
1 st April – 31 st August	September following their third birthday

The Extended Entitlement

In addition to the Universal Entitlement, working parents of 3 and 4 year olds can apply for an additional 570 hours per year if they meet the criteria. This is called The Extended Entitlement and is parental responsibility to apply for.

Where eligible, when combined with the Universal Entitlement, this equates to a total of 30 hours per week for 38 weeks of term time provision or 1140 hours per year.

Information on the eligibility criteria and how to apply can be found at www.somerset.gov.uk/eye30

Funding for two year olds

Funding is also available for eligible two year olds who can access 570 hours per year from the funding period **after** their second birthday, if they meet the criteria. For children who qualify for funding for two year olds, the funding will be available from the date stated on the acceptance letter (this will not be earlier than the first day of the funding period after their second birthday). Parents/carers are asked to provide the nursery with a copy of their acceptance letter.

How the 'stretched' entitlement works

Although the Early Years Entitlement is often known as 15 (or 30) hours of funding a week, this refers to 15 (or 30) hours a week during school term time, which equates to 570 (or 1140) hours a year. Where a nursery is open all year round, the 570 (or 1140 in the case of '30 hours' funding) hours are 'stretched' or distributed across the year. For example this would equate to 11 hours 45 minutes (or 23 hours 45 minutes) hours a week for 48 weeks.

West Buckland Nursery operates during term time only (38 weeks per year).

Any additional hours that parents/carers choose to access will be charged at the usual rate. The reductions made for the funded entitlement will be clearly shown on your invoice.

How to access the Universal Entitlement

West Buckland Nursery applies for Early Years Entitlement funding on behalf of the parent/carer. Parents/carers are asked to verify the number of hours being claimed each term by signing a parent declaration form. Somerset County Council identifies when parents/carers are eligible to claim EYE.

To claim the EYE the following information is required:

- Your child's legal documentation – birth certificate or passport
- EYE parent declaration form
- Child registration form

If the child's legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Nursery's normal fees.

A new parent declaration form must be completed if the parent/carer changes the hours being claimed.

How to access the Extended Entitlement / 30 hours

To claim the Extended Entitlement parents need to meet the eligibility criteria (information regarding this can be found on the Government website <https://www.gov.uk/apply-30hours-freetax-free-childcare>).

To claim the Extended Entitlement, the following information is required:

- Child’s legal documentation – birth certificate or passport
- EYE parent declaration form
- Eligibility code from registered parent (from HMRC)
- Registering parent’s National Insurance Number
- Consent form to share National Insurance number with the EYE funding team at Somerset County Council. (If consent to share a National Insurance Number is not given, we would not be able to accept the extended funding for your child and they would only be able to access Universal Entitlement funding)

Reconfirmation of eligibility

It is the parent/carer’s responsibility to re-confirm their eligibility for the extended entitlement every three months using their online childcare service account. In most cases, parents will keep the same eligibility code.

If parents/carers are no longer eligible, or fail to successfully re-confirm, the child will be able to receive the extended entitlement funding for a short grace period, as long as the provider has already claimed the extended entitlement.

Grace periods

If your circumstances change and you are no longer eligible for the Extended Entitlement, the Government has introduced a ‘grace period’ to enable parents to retain their childcare place for a short period should they become ineligible for the extended entitlement. This allows continuity for the child and gives the parent/carer some time to regain employment. A child will enter ‘the grace period’ when the child’s parents cease to meet the eligibility criteria to receive the extended entitlement. Somerset County Council will notify providers when a parent falls out of eligibility and inform them of the grace period end date. The table below shows the grace period end dates:

Date Parent receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December

22 October – 31 December	31 March
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Parents/carers will be responsible for paying any hours that cannot be claimed if they fall out of the grace period and do not give sufficient notice about changing their child's hours.

How to access the 2 year old funding

Parents must apply for 2 year old funding, which is means tested. A form can be obtained from the Nursery Manager or an application made online

<https://www.somerset.gov.uk/education-and-families/paying-forchildcare/funding-for-2year-olds/>

To claim the funding for 2 year olds, the following information is required:

- Your child's legal documentation – birth certificate or passport • EYE parent declaration form
- The Nursery will need to see the letter held by the parent/carer, which states that their child is eligible for 2 year old funding.

If the child's legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Nursery's normal fees.

When do charges apply?

There is no charge for bank holidays or for planned Nursery closures such as inset days.

Fees are payable in full for all periods of children's absences and sickness.

Following the advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home in order to prevent the spread of illness. Fees are payable at the full rate during periods of sickness absence from the Nursery. In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

Emergency closure

There are certain rare events that could result in West Buckland Nursery having to close for a limited time. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons, following the schools Extreme Weather policy. Staff will inform parents/carers at the earliest opportunity as per the Extreme Weather procedures. In the event of an emergency closure, no fees will apply.

If the nursery is open but it is parental choice not to access the setting, fees still apply.

Holiday concession

West Buckland Nursery operates only in term-time. Where holiday is taken during term time, full fees are payable.

Additional charges

We reserve the right to charge for specific additional services if appropriate such as external visits or visitors. All additional services are optional and charges apply to EYE and fee-paying families. You can choose to withdraw your child from these activities if you so wish.

When is payment due?

Bills are payable termly in advance. Invoices will be sent out one month before the end of the current childcare period. Payment will be due by the last working day of the current childcare period. For example, for attendance in January, invoices will be sent out on 1st December and payment is due by 31st December.

Invoices are issued electronically via Parent Mail and will show how EYE funded hours (where applicable) are calculated and deducted.

How can I pay?

Payment is made via Parent Mail. Details will be included on the invoice.

We also accept most Childcare Vouchers. Please make separate payments for each child and **quote your child's name on all online payments.**

Childcare Vouchers

West Buckland Nursery accepts most Childcare Vouchers provided through parents'/carers' employers. Please discuss this with the Nursery Manager.

Tax free childcare

If you're a working parent with children under 12, you can open an online account to pay for registered childcare. For every £8 you pay in, the Government will add an extra £2. You can receive up to £2,000 per child per year. Further information can be found at <https://www.childcarechoices.gov.uk/>

Late collection charges

West Buckland Nursery must ensure that it adheres to legal requirements on staff to child ratios and must have at least two members of staff on the premises at all time. Late

collection has a significant impact on ensuring the correct legal adults to child ratios are maintained and on staff costs. Late collection will be charged at a rate of £5 for every 15 minutes late or part thereof.

Late payment

If you are experiencing difficulty meeting the fees, we encourage you to discuss the matter with the Nursery Manager or Headteacher as soon as possible.

If payment is not received in full as outlined above, this is deemed as a late payment. A late payment charge of £5 a day will be made for each day until payment is received. This applies to any Childcare Voucher payments also.

The following procedures will be followed:

1. A date is set for payment on the invoice.
2. The Nursery will check payments against invoices on the date they are due.
3. All parents/carers who have not paid will be contacted by phone to remind them about the payment date and expectations of when the payment is due.
4. If payment is not received by the agreed date, the Nursery will follow the non-payment of fees procedure.

Non-payment of fees

In the event of non-payment of fees, the following procedure will be followed:

1. A meeting will be arranged to discuss the situation.
2. If a resolution cannot be agreed, the child's place will be withdrawn.
3. West Buckland Nursery reserves the right to terminate a contract in the event of non-payment of fees.

Debt collection procedure

We unfortunately need to cover the risk to the Nursery of parents/carers not paying for a pre-booked space, their invoice in full, or their notice period. Whilst we will work with you to cover periods of hardship you may have, once a goodwill arrangement becomes an obvious debt, we will, if necessary hand over your non-payment to an outside debt recovery specialist. Further details can be found in the Richard Huish Trust policy – Charging & Remission.

Changing my child's sessions

To reduce your child's agreed sessions, 4 weeks' notice in writing is required.

You can book extra regular sessions by completing a booking form. These are available on the school website. These can be handed to the Nursery Manager or main office, or emailed to the school mailbox.

We understand that there may be occasions when you would like an additional session. If so, please speak to the Manager and we will do our best to accommodate you.

Parents/carers terminating a child's place

4 weeks' notice in writing is required to terminate the contract. Written notice should be given to the Nursery Manager. Where written notice is not received, 4 weeks' fees will be charged and EYE for the four weeks will be claimed.

Nursery terminating a child's place

West Buckland Nursery reserves the right to terminate a child's place with immediate effect if a parent/carer displays abusive, threatening or otherwise inappropriate behaviour or where a child's behaviour, over a period of time, cannot be managed by nursery staff and results in exclusion. West Buckland Nursery follows the same behaviour policy as the School, more details of which can be found on the school website.

In all other circumstances, 4 weeks' notice in writing will be given.

Review of the fees policy

West Buckland Nursery will review the Fees Policy annually and parents/carers will be given at least 1 months' notice of any changes.