



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Nursery Fees Policy

This policy refers to the specific systems of our Nursery. Please refer to our EYFS policy for more detail about logistics and operations.

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 08:50 to 15:10, during school term times. Children can attend sessions of mornings, afternoons or full days. Nursery children have access to extended hours through our Breakfast Club and After School Club provision.

Fee Structure

We offer a morning session (0850-1300) and a full day session (0850-1510). These are charged at different rates for children aged two and those ages three to four.

Children aged three and four are welcomed to our Extended Schools; Breakfast club is accessible from 0745 and After School Club is available until 1800. These can be booked and paid for separately.

Fees quoted are per child. **Fees are payable monthly in advance.**

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. Children will be encouraged to have a mid-morning snack; a piece of fruit will need to be provided by parents for this please.

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 cost £2.60 and can be order via the My Child At School app. 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, and 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 to supervise their lunches.

Communication

Any issues with fees or payment please contact our school office at office@wb.huish.education

Data collection

A data collection form is included in our Nursery starter pack and subsequently 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. Any changes to this can then be made through the My Child At School app.

Permission

A permissions form is available on the My Child At School app and must be completed for you to consent to 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 and celebrations. It is lovely to see our youngest children interact with our older children 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.

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. All our policies can be found on the school website, and we advise you to read these before joining us.

Early Years Entitlement Funding

Please visit www.somerset.gov.uk/eye or www.childcarechoices.gov.uk for more information on what funding is available for your child.

3 & 4 Year Old Funding

Universal Entitlement

The Universal Early Years Entitlement is available to all 3 and 4 year olds. The Universal Entitlement is 15 hours of funding a week during school term time. This equates to 570 hours a year; an invoice will be sent to you for any hours exceeding 570 hours.

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.

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. If you are entitled to the Extended Entitlement, it is the parent's responsibility to apply for this directly through Gov.uk.

To claim the Working Families 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 Council. (If consent to share a National Insurance Number is not given, we would not be able to accept the Extended/Working Families funding for your child and they would only be able to access Universal Entitlement funding if 3-4 years old)

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

2 Year Old Funding

Supported Funding

Funding is available for eligible 2 year olds who can access 570 hours per year from the funding period **after** their second birthday, if they meet the criteria. The funding can be applied for by the parents through Somerset Council. An application can be made online and the following information is required:

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

Once the funding is agreed, you will receive an acceptance letter, and the funding will be available from the date stated on the 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.

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.

Working Families Funding

This funding is available from the term after your child turns 9 months if they meet the criteria. Parents will need to apply for the Working Families Funding online through Gov.uk.

To claim the Working Families 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 Council. (If consent to share a National Insurance Number is not given, we would not be able to accept the Extended/Working Families funding for your child and they would only be able to access Universal Entitlement funding if 3-4 years old)

The Working Families Funding is 15 hours of funding a week during school term time. This equates to 570 hours a year; an invoice will be sent to you for any hours exceeding 570 hours.

Claiming the Funding

The funding hours are claimed termly by West Buckland Nursery 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 Council identifies when parents/carers are eligible to claim Early Years Entitlement.

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/carers changes the hours being claimed.

Reconfirmation of eligibility

It is the parent/carers responsibility to re-confirm their eligibility for the Extended/Working Families 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/Working Families entitlement funding for a short grace period, as long as the provider has already claimed the Extended/Working Families entitlement.

Grace periods

If your circumstances change and you are no longer eligible for the Extended/Working Families 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/Working Families entitlement. This allows continuity for the child and gives the parent/carers some time to regain employment. A child will enter 'the grace period' when the child's parents/carers cease to meet the eligibility criteria to receive the Extended/Working Families entitlement. Somerset Council will notify providers when a parent falls out of eligibility and informs 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

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.

When do charges apply and not apply?

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

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 monthly 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 'Family' and will show how EYE funded hours (where applicable) are calculated and deducted.

How can I pay?

Payment is made via the 'Family' app. Details will be included on the invoice.

Childcare Vouchers

West Buckland Nursery accepts most Childcare Vouchers provided through parents'/carers' employers. Please make separate payments for each child and **quote your child's name on all online payments.**

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/> TFC payments can be made directly to Family through the Family app. Payments are automatically logged and there is no charge for this.

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 times. 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 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, four weeks' notice in writing is required.

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

Parents/carers terminating a child's place.

Four weeks' notice in writing is required to terminate the contract. Written notice should be given to the school office. 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.