



Oak Hill First School

Nursery Policy

Agreed by Governors: Autumn 2017
Review: Autumn 2018

CHARGING POLICY FOR CHILDCARE AT OAK HILL NURSERY

Oak Hill Nursery supports the entitlement to free 15 and 30 hours early years provision and eligibility for 30 hours funding for 3 and 4 year olds.

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

Eligibility for 30 Hours funding for families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year

School offers a total of 30 hours of free childcare per week, over 38 weeks (term time only) Oak Hill First School do not offer stretched funding over 52 weeks. The funded hours must be used throughout the 38 weeks of term time only. Therefore the funding cannot be used for any care during the school holidays.

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

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	1 st September following child's 3 rd birthday (Autumn school term)
1 st September to 31 st December	1 st January following child's 3 rd birthday (Spring school term)
1 st January to 31 st March	1 st April following child's 3 rd birthday (Summer school term)

Scope

- The Education Act 2002 offered the opportunity to develop the provision of child care within maintained schools.
- Maintained schools are being encouraged to develop 'wraparound' day care for 3 and 4 year olds attending funded Early Years Foundation Stage Education.
- The Department for Education advises schools that while the free entitlement at the point of delivery is statutory, provision beyond 15 hours is not and therefore can be charged for, in line with the power to charge for extended services. See Child Care Act 2006 the Secretary of State's Code of Practice 2010.
- The Governing Body of Oak Hill First School and Nursery makes its charges for additional child care under Section 27 of the Education Act 2002.

Equalities implications

Children

- The opportunity of on site wraparound care will help enhance children's well being and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 3 and 4 year olds will help parents to return to work, education and training. This will support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and affordable.
- Review all charges regularly.
- All parents/carers will be given notice of increased charges in the term prior to its effective date.
- The primary objective of any monetary increase is made to sustain the nursery.
- We will be aware of the charges made by other nursery providers.
- The government's free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability.
- Ensure that the childcare we offer is flexible and meets the needs of working parents.
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision.

Childcare charges

- Childcare provision will be available from 8.30-11.30am or 12.15-3.15pm (three hours), five days a week, 38 weeks a year.
- Minimum requirement of acceptance of a place for free early years entitlement at Oak Hill Nursery is 5 x 3 hour sessions.
- Parents are not obliged to purchase additional hours in order to secure free provision.
- The charging policy covers children accessing day care additional to the Early Year Foundation Stage funded education.
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/carers can purchase additional childcare provision where available.
- The costings are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.

Registration of interest

You can register an interest in a place at Oak Hill Nursery for your child by completing a Registration of Interest form anytime after your child is born free of charge.

Pricing Structure

Additional child care may be purchased at a cost of £14.40 per session and £3.00 per lunchtime session with effect from September 2017. (This is subject to review)

Payment details, terms and conditions and collections arrangements form part of the admissions policy and procedures

- Payments will only be invoiced for those sessions not covered by the free nursery entitlement.

For example, parents of a 3 year old eligible for funding attending 5 x 3 hour morning sessions per week, term time of 38 weeks would not make any additional payment, provided that the nursery entitlement is not being claimed for sessions at any other providers.

Timing of payments

- A letter is given to parents informing them of payment dates for Nursery fees prior to the child attending for the first time.
- Invoices will be issued monthly by the school office.
- All fees are payable in advance. Invoices for the following month are sent at the end of the current month. Payment is due within 14 days of the invoice being sent.
- Charges will be made for sessions even when a child is absent, eg sickness.
- Charges will be made for sessions when the nursery is unable to open due to circumstances beyond our control, eg extreme weather, flooding etc. This is because the overheads of the nursery such as staffing still have to be covered.

Non-payment of fees

- Payment of unpaid fees will normally be pursued through the small claims court.
- If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.

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.

Cancellation Notice Period

Due to planned provision/staffing needs one month's notice in writing is required should your child be leaving the Nursery, alternately one month's fees is lieu.

Additional fees

Oak Hill Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes, to cover the additional staff costs incurred, in accordance with our non-collection of children policy.

Voluntary Contributions

Voluntary contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Support for Childcare Costs

- Parents/carers may be able to access a range of tax benefits and grants to support childcare costs.
- Childcare costs cannot be met directly from the school's budget.

Review and Monitoring

- This policy will be reviewed annually.

Adopted by the Governing Body of Oak Hill First School

Date:

Review Date: