



## Nursery Additional Provision Policy

### Policy Monitoring, Evaluation and Review

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<b>Ratified by:</b>	Principal
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#### Revision History:

Version	Date	Author	Summary of Changes:
1.0	02/09/2019	MMH	Creation of policy

## Nursery Policy

Every child is entitled to 15 hours free childcare from the start of the term following their third birthday. Some children are entitled to 30 hours per week (depending on eligibility) in an early years setting. For more information see <https://www.gov.uk/30-hours-free-childcare>

The school can accommodate a maximum of 26 nursery children in the AM session and a maximum of 16 children in the PM session.

To access the full curriculum all children need to attend the following session:

- 8.40am to 11.40am Monday – Friday (15 hours)
- 30 Hours entitled children attend 8.40am to 2.40pm Monday – Friday (30 hours)

The fees for extending provision from **2.40pm to 3.15pm** is **£2 per day / £10 a week**.

We value that some parents may not be entitled to the 30 hours childcare but that they value the importance of education. Therefore we offer the option to pay for the afternoon session (**11.40am – 2.40pm**) at the cost of **£10 per afternoon with a minimum of two afternoons per week required**.

All children that attend all day need to bring their own packed lunch.

We also want to support you with events that you may need the extra childcare for e.g. job interviews. If you would need your child to attend afternoon nursery as a one off session, please inform the Nursery staff / school office staff with a week's notice, so that we can accommodate your child. The **fee of £10 will need to be paid before the session**.

In order to ensure continued high standards and sustainability of the setting for this provision we ask parents and carers to comply with this policy in respect of the fees' payment.

We aim to help parents /carers to pay all fees due by offering an agreed payment system.

Fees are payable in advance and should be handed to your class teacher or to the school office in a sealed envelope with the child's name, amount and a reference note. E.g. 'Child X, £20.00, afternoon session's money – Week beginning 1<sup>st</sup> September 2019'

All fees not received by the first Monday of the week, or not received by the end of the week will be deemed late. This would put your child's place at risk due to insufficient funds to run the setting.

Should a parent/ carer have problems paying their child's fees on time they should communicate in confidence to the Nursery staff / school office staff. We will do all that we can to support you.

If you believe you may be entitled to the 30 hours childcare but are yet to receive the code. You will need to pay for the afternoon sessions at £10 per day to keep your child's place.

If your situation changes and you are no longer eligible for the 30 hours childcare. Please let the nursery staff or the school office know as soon as possible as there is a 'grace period' of up to one month. If you have not renewed your childcare code by the end of this time, you will still have the option to pay to attend or to attend during the morning sessions only.

#### Notice of Withdrawal

If you wish to withdraw your child from the extra provision offered, a minimum of two - week notice must be provided in writing to the school.

#### Fees during Absence

If your child is absent from the extra provision due to sickness or holiday, the full fees must still be paid for the place to be kept.