

# Boundstone Nursery School

Upper Boundstone Lane, Lancing, West Sussex BN15 9QX

Tel: 01903 276860

[www.boundstone-lancingcfc.co.uk](http://www.boundstone-lancingcfc.co.uk)

E-mail: [office@boundstonenursery.co.uk](mailto:office@boundstonenursery.co.uk)

Executive Headteacher: Ruth Campbell

Head of School: Vikki Cripps



## Fees and Charging Policy

### Aims

Boundstone Nursery School aims to provide affordable, flexible and high quality early education while ensuring that the service remains financially viable and meets the needs of families.

### Daycare (9 months to 3 Years) Sessions and Fees

#### Local Authority Funded 2 Year Olds

2 Year Old Local Authority Funded Entitlement sessions are as follows:

- 5 Mornings 9am-12pm
- 5 Afternoons 1pm-4pm

#### Working Family Funded Entitlement

From January 2025 we will be offering places to babies from the age of 9 months at Boundstone.

The 15 hours of funded sessions can be taken as a combination of the following:

- 2 long days 9am-3pm\* (6 hrs) and one half day 9am-12pm or 1pm-4pm (3 hrs)
- OR 5 mornings (9am-12pm) or 5 afternoons (1pm-4pm)

\* A hot lunch is available to purchase on long days, at a cost of £7.00

#### Unfunded/Fee Paying Families

In line with our Admissions Policy, to be accepted for a place in Daycare we require you to apply for a minimum of three sessions which must be taken over two separate days.

Fees for additional sessions to add on to funded sessions

<b><u>Daycare Prices for Unfunded Sessions</u></b>		<b>2-3 Year Olds</b>	<b>Under 2's</b>
<b>Breakfast</b>	<b>8am-9am</b>	<b>£10.50</b>	<b>£11.50</b>
<b>Morning Session</b>	<b>9am-12pm</b>	<b>£25.00</b>	<b>£35.00</b>
<b>Lunch</b>	<b>12pm-1pm Hot lunch</b>	<b>£11.00</b>	<b>£11.00</b>
	<b>12pm-1pm Packed lunch</b>	<b>£6.00</b>	<b>£6.00</b>
<b>Afternoon Session</b>	<b>1pm-4pm</b>	<b>£25.00</b>	<b>£35.00</b>
<b>After School Session</b>	<b>3pm-4pm</b> (only applies to children attending a 'long' 9am-3pm day)	<b>£8.50</b>	<b>£11.50</b>
<b>Tea</b>	<b>4pm-5pm</b>	<b>£10.50</b>	<b>£11.50</b>

### **Nursery School (Over 3 Years) Sessions and Fees**

3 and 4 year-olds eligible for 15 hours Funded Entitlement can take up their Funded Entitlement via one of the following patterns:

- 5 morning sessions (9am-12pm)
  - 5 afternoon sessions (1pm-4pm)
  - Start of the week (Mon and Tues 9am-3pm\* and Weds 9am-12pm)
  - End of the week (Weds 1pm- 4pm, Thurs and Fri 9am -3pm\*)
- (Start and End of the week sessions will be prioritised for working families.)

Children entitled to 30 Funded Entitlement will be funded for 5 full days per week from 9am-3pm with a packed lunch\*

\* A hot lunch is available to purchase on long days, at a cost of £7.00

<b><u>Nursery School Prices for Unfunded Sessions</u></b>		<b>3-4 Year Olds</b>
<b>Breakfast</b>	<b>8am-9am</b>	<b>£8.00</b>
<b>Morning Session</b>	<b>9am-12pm</b>	<b>£18.00</b>
<b>Lunch</b>	<b>12pm-1pm Hot lunch</b> <b>12pm-1pm Packed lunch</b>	<b>£11.00</b> <b>£6.00</b>
<b>Afternoon Session</b>	<b>1pm-4pm</b>	<b>£18.00</b>
<b>After School</b>	<b>3pm-4pm</b> (only applies to children attending a 'long' 9am-3pm day)	<b>£6.00</b>
<b>Tea</b>	<b>4pm-5pm</b>	<b>£8.00</b>

Please note that children aged 3 – 5 years (the term after their 3rd birthday) will be offered free nursery school morning and/or afternoon sessions (at least 15 hours per week, during term time) and this will automatically be deducted from your bill.

### **Contract with Families**

The following terms and conditions apply:

#### **Payment**

The parent/carer will agree a contract for their child to attend a set number of sessions a week. On accepting a fee-paying place the parent/carer will be asked for a deposit. Children attending Daycare will pay a deposit of £100 (plus a non-refundable initial administration fee of £15). Children attending extended sessions in the nursery school will pay a deposit of £50 (plus an administration fee of £15). Siblings/twins will each incur their own deposit and administration fee. If a place has been accepted and the place is then cancelled after 10 working days, the deposit also becomes non-refundable. Once the child ceases to attend the provision, the deposit will be deducted from the final bill (children moving from Daycare provision to Nursery School will receive their deposit on their child leaving Nursery School).

Fees are payable in **advance** by the 1<sup>st</sup> of every month. Fees can be paid in the following way:

- By Debit/credit card
- By cash
- By a voucher scheme through your employer
- By internet banking and / or via standing order

#### **Payment Concessions**

- 10% discount for siblings/twins (given to the eldest sibling/one twin when both attending the provision)
- 10% discount for staff working in the School

### **Late Payments**

Fees that are not paid by the 1<sup>st</sup> of the month will automatically receive a late payment charge of £10. In this case the following procedure will apply:

- Families will be contacted by the 5<sup>th</sup> of the month (or the closest working day) asking for immediate payment. If the outstanding fees are paid, all paid for sessions will continue as normal.
- Families who pay their fees late on more than 2 occasions will be asked to meet with the Business Manager to explore ways of avoiding further recurrence.
- If fees are not received by the 10<sup>th</sup> of the month (or the closest working day) all paid for sessions will be stopped with immediate effect and the sessions will be allocated to families on the waiting list. If the debt is subsequently cleared and the family seek to resume paid sessions, then they will need to reapply and join the waiting list for a space to become available.
- If fees still remain outstanding the debt will be passed to West Sussex County Council for recovery.

### **Financial Difficulties**

We understand that some families may experience financial difficulties and we would like to work together to minimise disruption to the child's care and education and also to prevent families from increasing their debt. Families experiencing financial difficulties should discuss this as soon as possible with the Business Manager and a payment plan may then be put in place.

### **Operating Hours**

Boundstone Nursery School is open between 8am and 5pm Monday to Friday except for Bank Holidays during term time only. We also close for up to 5 days during the year for staff training (INSET). You will not be expected to pay for any INSET days, however, if public holidays fall on a day your child usually attends you will still be charged.

### **Absences**

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the Governors' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalisation. However, for absences of up to 5 days all sessions must still be paid for. If your child is absent for more than ten days, you have not contacted us, and we have been unable to contact you, we will assume you no longer require the place. You will be charged for any outstanding fees.

### **Adverse weather closures**

If the School has to close due to adverse weather (e.g. heavy snowfall) any fees already charged will not be refunded. In the event of any longer term or sustained closure, reductions would be at the Governors' discretion.

### **Late Collection**

It is essential that children are collected on time; this is for the benefit of the child and also to ensure that appropriate staffing ratios are maintained. If a parent fails to collect on time a member of staff will attempt to make contact with the parent or carer by phone with the expectation that they collect their child as soon as possible. If a child is not collected within 10 minutes of the end of the session the child will be taken through to join the next session and the parent will be reminded of the session finishing time and advised that if there is a future late collection they will be charged a £15 'Late Collection Fee'. If a child is collected more than half an hour late we will continue to make contact with the parent or carer and they will be charged the price for the full session. **Continued late collection may result in your child's sessions being removed.**

At the end of the day, if a child has not been collected after 10-15 minutes, a senior member of the Up to 3s' team will try to contact the parent by telephone. Pick up any time after 5pm will incur an automatic charge of £20.

It is important to note that in line with our 'Uncollected Child' policy if your child has not been collected within 30 minutes and despite reasonable effort we have been unable to make contact with an authorised adult, the School will contact Children's Social Care to inform them that a child has failed to be collected.

**Additional Sessions**

If you need to book additional sessions, we do not require notice although you will need to put your request in writing using a booking form or via an email to the office. Places will depend on availability of sessions.

**Reduction of Hours/ Termination of Contract**

We require one month’s notice in writing to reduce your hours or to stop your childcare sessions completely. Your deposit will be held until the final settlement is made. In line with our Admissions policy, any family who decide to remove their child from Daycare will be deemed to also be removing them from Nursery and their child’s name will be removed from the Nursery School admissions list. The family can choose to reapply for a place in Nursery School at a later date and will then have to follow the standard admissions process.

**Nappies, Wipes, Formula Milk etc**

Families are responsible for providing nappies, formula milk, wipes and any other items for individual children.

**Policy Review**

The Fee Policy will be reviewed in annually; however, we reserve the right to amend fees at any time should it be necessary. At least one month’s notice of intent to change fees will be provided to families.

**Date:** Autumn 2024

**To be Reviewed:** Summer 2025

✂ -----

I / We have read, understood and agreed to the terms and conditions of the Fee Policy from 1<sup>st</sup> September 2024 outlined above.

Child’s Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent / carer)

Parent / Carer name: \_\_\_\_\_ Date: \_\_\_\_\_