

Harewood Nursery School and Pre-School



Charging Policy

Hours of Operation:

Harewood Nursery School offers term time, sessional, funded and paid places for children aged 2, 3 and 4 years old.

Nursery and Pre School will allow parents to purchase sessions during the following hours:

Our school day is: 9:00 to 3:30.

Morning Session is 9:00 – 12:00

Afternoon session 12:30 – 3:30

Parents are able to pay for additional sessions for their children where they are available. Additional sessions include a lunch break of 30 minutes. Additional sessions are:

12:00 to 3:30 for children with a universal 15 hours or funded 2 year old morning place (9:00 – 12:00)

9:00 to 12:30 for children with a universal 15 hours or funded 2 year old afternoon place (12:30 – 3:30)

A parent will only be allowed to purchase additional hours once the universal entitlement of 15 hours has been allocated across 5 mornings or 5 afternoons.

Eligible parents are entitled to a further 15 hours of government funded childcare for 3 and 4 year olds.

Where a parent is eligible for the additional 15 hours of child care the 6 hours funded entitlement will be: 9:00 to 3:00 for children with a universal 15 hours morning place and 9:30 – 3:30 for children with a universal 15 hours afternoon place.

The extra part of the child's additional session; 9:00 – 9:30 or 3:00 to 3:30 (30 mins) is chargeable.

Where possible we will try to accommodate children who are entitled to 30 hours in the morning session to enable school to manage the delivery as efficiently as possible.

Where a parent wishes to cancel either funded or paid for sessions, a period of 4 weeks' notice is required.

We will always try to accommodate requests to increase or change the pattern of additional hours within reason to meet parents' individual circumstances; this will be dependent on availability.

Charges:

The hourly rate is £4.50

A paid three hour session is: £13.50 (applicable in pre-school only)

An additional session of three and a half hours on top of a universal 15 hours or funded 2 year old session is £15.75.

The chargeable extra 30 minutes on top an additional 15 hours session is £2.25 per day.

A full day is £29.25.

A full week is £146.25

Charges will still be applicable should a child be absent for whatever reason.

If a parent becomes ineligible for the additional funded hours the place will be withdrawn at the end of the 'Grace Period'. If the parent would like the child to retain their place then the usual charges will apply and will begin at the end of the 'Grace Period'.

The school may request a deposit of £10 for an additional hours place if demand is high. This will be refunded as part of the first invoice once a child has taken up their place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

Where a child is persistently collected late at the end of a session (3 or more times per week) we may make a charge for the childcare required.

5 – 15 minutes - £1.50

15 – 30 minutes - £3.00

Invoices:

Parents will receive their invoice before the start of each half term. This must be paid in advance of the child taking up their childcare sessions. Payments can be termly, monthly or weekly. This will be agreed with the parents when they take out their contract with us. Cheques are to be made payable to WMDC. Cash is accepted and banked weekly. Childcare Vouchers or Tax-Free Childcare can also be used.

Where an invoice hasn't been paid in advance the child will not be able to attend the child care sessions.

There may be times where a parent/carer could in negotiation with the business manager arrange a payment plan on a temporary basis in exceptional circumstances.

