



## **Pensans Nursery Charging Policy 2023-24**

Nursery childcare is available 8.40 am to 2.40pm for 3 Year olds and 8.40am to 11.40am to 2 year olds; it is open term time only and is closed for teacher training days.

### **Free funded sessions**

Children are entitled to a free Government funded place for 15 hours per week from the term after their third birthday. Some two-year olds are also entitled to funding (criteria apply).

The Government provides free 30-hour placements for families where both parents or single parent work and earn a minimum amount (criteria apply).

### **Starting Nursery before funding is available**

Your child may start Nursery when he/she is two, if a place is available. This means he/she may start in the first term after their second birthday. Two-year-old sessions are charged at the same rate as the non-funded hours, set out below.

### **Nursery sessions additional to the free allocated 15- or 30-hours funding**

#### **Timings**

3-hour sessions: Morning 8:40am - 11:40am

6-hour sessions: 8.40am – 2.40pm

#### **Cost**

£16.00 per 3-hour session for 3 year old room

£22.30 per 3-hour session for 2 year old room

#### **Booking**

Bookings are made through the school secretary and room leads and payment is received through the online system, Arbor.

#### **Cancellation**

Two weeks' notice is required to change or cancel sessions.

This session will be chargeable if absent.

#### **Exceptions**

No charge will be made if the school is closed.

#### **Review**

Requests for additional sessions will be considered at any time and will be allocated depending on availability. The opportunity to make any other changes can be requested on a half termly basis.

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## Payment Details

Payment is made through the online system Arbor. Details of how to set up an account and make payments will be shared with you by the School Office. Payment is required in full, by no later than the first Friday of the term, or in the case of an in-term admissions, within 10 days.

## Recovery of Unpaid Charges

If prompt payments are not made, your child will not be able to attend their session until outstanding amounts have been cleared. Following persistent non-payment, a letter will be issued requesting payment by a certain date and there may be a risk of your requested sessions no longer being available. If payment remains outstanding for over ninety days, the sum payable will be recovered as a civil debt.

## Funded weeks

There are occasions when Nursery funding does not extend to the full number of weeks that the main school is open and therefore these weeks, usually only one or two a year, will be chargeable to the parents. You will be notified of this during the half-term prior to the shortfall.

## Additional funding

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams, with a view to submit a claim/application to support and improve their outcomes. This additional funding is used for additional support to meet needs and is not contributory to session costs.

## Cancellation and illness

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness. We require a two week notice of any holiday time being taken. If this is not received, the sessions that your child is absent for will still be charged.

## Attendance

Although children under the age of five are not statutorily required to attend an education setting, there is an expectation that the attendance of children enrolled at Pensans Nursery will be above 90%. In accordance with Nursery Funding Guidelines, should a child's attendance fall beneath 90% the school retain the right to withdraw a child's sessions, whether these be funded or payable by the parent or carer of the child.

**By registering your child with Pensans Nursery, you are indicating your acceptance of these terms.**

## Notice period

We hope that you will not need to leave our nursery, but we require notice in writing if your child will no longer be attending. We ask that parents/carers give as much notice as possible, with the minimum being three full weeks. Any payment that has been made for a place within your full three-week notice will not be refunded and further payment will be required to complete your commitment to the end of the three-week period.

**Parents/carers signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_