Bacup Nursery School

Charging Policy

The school provides 5 morning and 5 afternoon sessions of 3 hours each session (universal entitlement) and Free Early Entitlement for eligible two year olds. Some two, three and four year old children will be eligible for 30 hours: 8.30am-2.30pm (Expanded Entitlement, FULLY FUNDED).

Sessions

In addition, parents can pay for extra hours/sessions through the school and these are charged as follows:

Breakfast Club 7.45am-8.30am £4.50
Lunch Club 11.30am-12.10pm £4.50
Morning or Afternoon Session 8.30am-11.30am or 12.15pm-3.15pm £16.50
Extended entitlement additional services-2.30pm-3.15pm £4.50
-3.15pm-5.30pm £12.00
-2.30pm-5.30pm £16.50

Full day (morning, lunch & afternoon) £33.00

Two weeks notice is required to terminate any fee paying extended services.

In order to provide the school with additional day to day finance, families are asked for a weekly voluntary contribution.
Charges are reviewed annually and a variety of payment methods are offered, including Online Parent Pay.

These contributions help to fund activities such as:

- Daily snacks.
- Bottled water.
- Ingredients for baking.
- Subsidising outings.
- Visitors to school.
- Gifts for children to support festival celebrations
- Purchase of additional materials to enhance the curriculum.

The contributions will be collected each Friday.
Parents are to be encouraged to make their contributions to school, once their child becomes an eligible 3 year old.
All contributions will be banked in the unofficial school fund.

Outings

Outings form an important function in the children's curriculum. They can reinforce a topic as well as having an important function in their own right.
In order for all children to have access to outings, school will use the unofficial school fund to subsidise outings.

- Parents will be asked to contribute specifically to an outing.
- Costings will be given to the parents and an amount of not more than 60% will be charged.
- No child will be stopped from going on an outing even if an additional payment is not made by the family.
- Where insufficient funds have been contributed, then the outing will be cancelled.
- Families will be given adequate notice of charges to be made so that payment can be made at a convenient time to themselves.

Visitors to school

To enhance the early years curriculum within the school environment visits to school are encouraged to provide experiences that are not within the scope of the school such as music performers, mini-beasts, and circus entertainers.

- School will use the unofficial school fund for these additional enhancements to the curriculum.
- Parents may be asked to make voluntary contributions towards the costs of these events.

Specialist learning

On occasion a specialist learning programme comes available that will enhance the children's learning as part of the EYFS curriculum.
A charge will be made to participating families to cover the cost of the group.

- School will provide a room at no cost to the external provider or the families.
- Should the charges fail to cover the costs e.g. children not coming, school will make a contribution.
- Any appropriate grants may be applied for to help provide the extra curricular learning opportunity.

Extended Services

The school is used for Bacup Nursery School extended services.
The charging for extra sessions is stated at the beginning of this policy and is charged once the one hour visit (where parents stay on the premises) has been completed. Parents accept the offer of a place in the extended services from the child's first day, as stated in the signed contract and will be charged for the full contracted hours after the one-hour visit. Where a child is not settled, the nursery school induction process will support the child and parent in settling in. However, this will be charged at the full contractual rate for parents using extended services outside their child's funded hours. Where payment is not made in advance of the extended session, an alternative of the free hours will be offered, at the headteacher's discretion.

Room use for outside agencies

Classrooms can be available at the end of the school day or during the school day for agencies that maybe dealing with a family within the nursery.

- No charge will be made for this use.

- It is expected that agencies and families will be responsible for the room at these times.

School Documents

School has a responsibility to make available school documents relating to policies and procedures in school. The documents are kept in the office and will be available to interested adults on request.
Should anyone require personal copies then these will be charged for.

- documents up to and including 4 sides - free
- documents over 4 sides and up to 10 sides - 50p
- larger documents - charges on request
- requests for documents to be posted will incur a postage fee in addition to the charge of the document.

Late Charges

Where a child is not collected on time as set out in the nursery school's offer that a parent has accepted i.e. by 11.30am, 12.10pm, 2.30pm, 3.15pm, an initial charge of £3 will apply for the first fifteen minutes. In cases of excessive late collection a further charge will apply of £5 for every

fifteen minutes thereafter. This will be monitored by the headteacher for persistently late collections.
After School Club runs until 5.30pm every day. Children who attend After School Club MUST be collected no later than 5.30pm. Late charges for After School Club are as follows:
Collection that is after 5.30pm will be charged as £7. Late collection that is 5.40pm or after will be charged at £7 plus £5 for every 10 minutes thereafter.

Extended Services Charges for Covid-19 Related Issues

All fees apply to any Covid related illness. These apply the same as any sickness absence.

The headteacher will look at individual cases where parents inform the nursery school that there is clear financial hardship in the family and will aim to support them.