



Bishy Barney Bees
Nursery

Charging Policy

2017

Last Reviewed: May 2017

Next Review Due: May 2018

Adopted by: The Directors of the HEART Education Trust

Bishy Barney Bees Documents Review Record:

Version:	Date Amended:	Amended By:
1	28/05/17	Sarah Porter Director of Inclusion

Bishy Barney Bees is a trading name of The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

Charging Policy 2017-18

Introduction

This policy covers our charging policy for all additional services provided before or after normal school hours. It also addresses our policy regarding activities during what normally would be considered, 'closed periods' – holidays and weekends.

All services are provided on the understanding that they can be withdrawn if they are no longer viable through lack of interest.

The policy also addresses the issue of authorized educational activities and visits during normal school hours and as part of the educational provision.

Bishy Barney Bees Nursery

Bishy Barney Bees Nursery supports the entitlement to free 15 hours early years provision for 3 and 4 year olds. From September 2018 Bishy Barney Bees Nursery will also offer the 30 hours free childcare to those family who meet the criteria.

We provide sessional and all day care for children from the term after their 2nd birthday. Up to 15 hours of free early years provision is available for families in receipt of certain benefits. Confirmation of eligibility for free funding will be required before commencement for 2 year old funded places.

Universal free 15 hours provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

Regulations prescribe that children become eligible for free early years provision on the

A child born in the period	Will become eligible for a free place
1st April to 31st August	1st September following child's 3rd birthday (Autumn school term)
1st September to 31st December	1st January following child's 3rd birthday (Spring school Term)
1st January to 31st March	1st April following child's 3rd birthday (Summer school Term)

We provided wrap around daycare for pupils attending Bishy Barney Bees Nursery and this is chargeable in line with our extended services charging policy.

Equalities Implications

- The opportunity of on-site wraparound care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.

- The provision of quality nursery places for 2, 3 and 4 year olds will help parents to return to work, education and training.

This will support families in reducing the impact of poverty.

Policy Aims

- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the nursery
- We will be aware of the charges made by other nursery providers
- The governments free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- The governments free entitlement which covers 30 hours per week for those parents meeting the criteria, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of working parents
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision Child care charges
- Childcare provision will be available from 8 a.m. to 5 p.m. (eight hours), five days a Week.
- Parents are not obliged to purchase additional hours or pay lunchtime charges in order to secure free provision.
- The charging policy covers children accessing day care additional to the Early Years Foundation Stage funded education.
- No charge can be made for the Early Years Foundation Stage funded education place of 15 hours per week, but parents/carers can purchase additional childcare provision where available.
- No charge can be made for the Early Years Foundation Stage funded education place of 30 hours per week for those children whose parents are entitled, but parents/carers can purchase additional childcare provision where available.

Pricing Structure

Payment in advance is required on the first day of each half term for any additional hours over and above the 15/30 hours per week free entitlement.

Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

For any absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the nursery. Any planned absences should be discussed with the School office and Nursery staff.

Any changes to the above pattern of attendance will require at least a half term's notice by resubmitting a new attendance contract. (The form is available on request from the school office.)

A Local Authority Early Years Funding Parent / Carer Claim Form must be returned each term by the mandatory date as indicated on the form.

If the agreement is broken, the fees paid are non-refundable.

Failure to pay your fees may result in the loss of your child's place and the balance of your account being passed over to our solicitor to recover the outstanding fees.

Please note that the lunchtime session, for those children in receipt of the 15 hours funded sessions, does not attract nursery funding and is charged in full.

Payment is by cheque, cash payments or child care vouchers. Any charges arising from payment in un-cleared funds will be passed on to the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.

A retainer fee can be charged where a parent/carer wishes to ensure their childcare arrangement is secured during a long absence when the setting would normally open for business.

Voluntary contributions

Voluntary contributions are requested to cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Additional fees

Bishy Barney Bees Nursery reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes or part there of, to cover the additional staff costs incurred.

Non-payment fees

- a reminder of non-payment of fees will be sent after two weeks with a follow up reminder being sent two weeks later.
- If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk.
- Payment of unpaid fees will normally be pursued through the small claims court. Setting Closure

No charge will be made for closure due to bank holidays, extreme weather conditions and staff development days.

Review and Monitoring

This policy will be reviewed annually