

CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
Hill Hoath Road
Chiddingstone
Edenbridge
Kent TN8 7AD



Telephone: 01892 871315
Email: chiddnursery@btconnect.com

Pricing Policy

Written by	Jill McCoy
Ratified on behalf of Management Committee	September 2020
Date for Review	September 2021
Signed – Chair of Management Committee	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Policy Statement

It is our intention to make the pricing policy and procedure for Chiddingstone Nursery clear and transparent for all.

Opening times

Chiddingstone Nursery is open as follows:

Monday Morning (9-12)	Eligible for Govt. funding	Monday Afternoon (12-3)	Eligible for Govt. funding
Tuesday Morning (9-12)	Eligible for Govt. funding	Tuesday Afternoon (12-3)	Eligible for Govt. funding
Wednesday Morning (9-12)	Eligible for Govt. funding	Wednesday Afternoon (12-3)	Eligible for Govt. funding
Thursday Morning (9-12)	Eligible for Govt. funding	Thursday Afternoon (12-3)	Eligible for Govt. funding
Friday Morning (9-12)	Eligible for Govt. funding	Friday Afternoon Nursery closed	

Rates per 3 hour session

Our session charge is £18.50 for all children:-

- not yet eligible for Government funding; or
- in receipt of Government funding but attending more than 15 hours (6 sessions please see below*) a week.

Any changes to the Nursery fees will be issued by the Nursery Management Committee giving one terms' written notice.

- Chiddingstone Nursery is open term time only for 38 weeks per academic year (September to July) and offers up to 15 hours of Government funded entitlement (up to 6 sessions per week) to every eligible child aged two, three and four years of age, following the completion of a declaration form and receipt of a copy of either a birth certificate or passport.
- The total of 15 hours (6 sessions) can be taken at Chiddingstone Nursery or split with another setting.
- Chiddingstone Nursery does not participate in the Government 30 hour free funding initiative, therefore children are not eligible to claim Government funding under this scheme at Chiddingstone Nursery.
- All children become eligible for Government funding the term (not half term) after their third birthday. Some 2 year olds may also qualify for funding. Parent/carers should check with the Nursery Leader to find out if their child qualifies.
- Funding from the Local Authority is allocated three times per year (September, January and April). Changes to funded sessions are permitted at the beginning of these three terms only and cannot be altered once the term has commenced.
- The current fee of £18.50 will be charged per unfunded session if you are not yet eligible for Government funding or in receipt of Government funding but attend more than 15 hours (6 sessions) a week.

- *The government funding may be used in 2.5 hour blocks at Chiddingstone Nursery leaving 30 minutes per session (morning or afternoon) as chargeable at a rate of £6.50 per session. Or £13.00 a day for those doing full days.
- There are limited number of places available for funded hours in blocks of 3 hours, this would equate to 5 sessions a week, these spaces are available to those previously in receipt of Free For 2 Funding, those in receipt of Pupil Premium and, in the event of more than the limited number of spaces being required, by postcode proximity. Please speak to the Nursery Leader if you feel you meet these criteria.
- In order to support settling into the Nursery environment we suggest children attend for a minimum of two sessions per week.
- All chargeable sessions are invoiced 4 weeks in advance of the beginning of a term via e-mail (or by paper invoice to those unable to access e-mail) and new children at their induction session.
- The Nursery invoice parents for any extra sessions taken and these invoices clearly state Funded Sessions, Additional Sessions and any other charges you may be liable for i.e. Late Pick Up. Additional available sessions may be available on an ad hoc basis but must be booked with the Nursery and paid for in advance or on the day of the session attended at the appropriate rate.
- Parents have 14 days from the date of the invoice to settle their account. Payment can be made by BACS, cheque, childcare vouchers, cash or PayPal credit. Fees paid after 14 days will carry a fixed charge of £50.00.
- If fees are not settled, your child's place will be withdrawn until the account has been cleared. Children in receipt of Government funded places will be unable to access any additional sessions until all outstanding fees are settled.
- A terms notice is requested to withdraw a place. All chargeable sessions will be invoiced if one terms' written notice is not received.
- The amount due can be paid directly into the Nursery bank account by BACS, at any NatWest branch quoting sort code 52-41-12 and account number 42115418 or by cheque made payable to 'Chiddingstone Nursery School'.

Late collection

Children **must** be collected promptly at the end of each session. A late collection fee of £10.00 will be charged for collections of more than 15 minutes over the stated collection time. The Nursery has an Uncollected Child Policy which will be observed in the event your child is not collected.

Closure

Should the Nursery be unable to open due to bad weather or any other unforeseen circumstances, no refund will be given but an additional session will be offered where there is space available. If the Nursery is required to close halfway through a session, a refund will not be given.

Absence

Absence from Nursery due to illness or holidays is non-refundable.

Outings, Trips, Visits and Special Events

From time to time we offer special educational and leisure visits for which we request a voluntary contribution to cover costs. Parents will be given advance notice and the trips will only proceed if there are adequate numbers. In case of difficulties, please speak to the Nursery Leader. If the Nursery is closed due to the trip, fee paying children not attending the trip who would normally attend the session, will be offered a refund or an alternative session, if available. The Nursery may remain open depending on child: staff ratios and availability.

End of Term Party

The end of term party will be charged as an additional session for those who do not normally attend on that date to cover extra staffing costs.

Snacks

The Nursery provides healthy snacks in addition to the fruit provided and shared by parent/carers to enhance the learning experiences for the children.

We require a non-refundable £20 administration fee to place children on the Nursery waiting list. This is refundable to those in receipt of fully funded places on commencement at the Nursery.