


CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
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Pricing Policy

Written by	Jill McCoy
Ratified on behalf of Nursery Trustees	Updated March 2022
Date for Review	September 2023
Signed – Chair of Nursery Trustees	
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 School CIO ("the Nursery") clear and transparent for all.

Opening times

Chiddingstone Nursery is open as follows:

Monday Morning (9-12)	Monday Afternoon (12-3)
Tuesday Morning (9-12)	Tuesday Afternoon (12-3)
Wednesday Morning (9-12)	Wednesday Afternoon (12-3)
Thursday Morning (9-12)	Thursday Afternoon (12-3)
Friday Morning (9-12)	Friday Afternoon Nursery closed

Rates per 3 hour session

Our session charge is £19.50 for all children:-

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

For those in receipt of Government funding a charge of £7.50 applies to the unfunded 30 minutes per session or £15.00 a day for those doing full days.*

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

- The 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 School CIO or split with another setting.
- The 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 School CIO.
- All children become eligible for Government funding the term (not half term) after their third birthday as follows:

Child born between	Will become eligible for free childcare
1 January and 31 March	The start of term 5 following their third birthday (after Easter holiday)
1 April and 31 August	The start of term 1 following their third birthday (after Summer holiday)
1 September and 31 December	The start of term 3 following their third birthday (after Christmas/New Year holiday)

- Some 2 year olds may also qualify for funding (for which there are a very limited number of places available at the Nursery). Please see Free for 2 Funding and Pupil Premium Places below). Parent/carers should speak 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 £19.50 will be charged per 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 the Nursery leaving 30 minutes per session (morning or afternoon) as chargeable at a rate of £7.50 per session or £15.00 a day for those doing full days.***
- There are a very limited number of places (Nursery Free Place) available for funded hours in blocks of 3 hours, this would equate to 5 sessions a week (see Free for 2 Funding, Nursery Free Place and Pupil Premium Places below).
- 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 invoices 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 CIO'.

Free For 2 Funding, Nursery Free Place and Pupil Premium Places

- The Nursery provides a very limited number of places where the 30 minutes unfunded charge of £7.50 per session is waived ("Nursery Free Place"). A Nursery Free Place allows for the 15 hours government funding to be used through 5 sessions per week (instead of the usual 6 sessions) to those who access Free for 2 or Pupil Premium. Please see criteria below.
- The criteria for applying for a Nursery Free place are as follows:
 1. Those previously in receipt of Free for 2 Funding or Pupil Premium.
 2. Refined by postcode proximity to the nursery.
- Existing parents/carers wishing to access a Nursery Free place for the next academic year (September to July) when their child will be three must make an application in writing to Mrs McCoy, the Nursery Leader, at least 4 weeks before the end of the Summer term (July) to allow time for a decision to be made prior to invoices for the September term being issued. Applications should then be followed up in writing to the trustees. If your child joins the Nursery during the academic year, an Application must be made as soon as possible following reading the Terms and Conditions included in the Welcome Pack. Applications should then be followed up in writing to the trustees. We are unable to increase the number of free spaces mid-way through the academic year. Therefore, if all free spaces are taken at the beginning of the year, those applying later will be rejected.
- If the application is unsuccessful (i.e. if the above criteria or timings are not met) then the nursery free place will be offered to another child and our normal fees will be charged.
- The number of nursery free places, and the criteria for these, will be reviewed annually when the trustees review the fees (February) and issued to parents in March, one term in advance of any fee changes.

Late collection

Children **must** be collected promptly at the end of each session. A late collection fee of £10.00 per 15 minutes will be charged for collections 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 to cover costs. 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.

Nappies

The Nursery does not provide nappies and therefore does not charge for nappies as we ask that Parents/Carers provide spare nappies, baby wipes and disposable nappy sacks.

Waiting List

We require a non-refundable £40 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 by way of deduction from your first invoice.