



Roseberry Academy
Charging Policy for Nursery additional hours provision

Introduction

The parent has the choice regards to which provider they would like to take their free entitlement with, and may choose to have their funded hours with the PVI provider and pay for the sessions they have at the school nursery.

This policy is designed to provide parents with a full understanding of charges made (or not) for hours taken in addition to their child’s free entitlement.

What can/cannot be charged for

Session/Fee	Chargeable	Notes
Snack/Milk for a child accessing the free entitlement	No	The free entitlement is free at the point of delivery
Trips/Visits for a child only accessing the free entitlement	No	The free entitlement is free at the point of delivery
<u>Childcare</u> during the lunchtime period, if it is not included as part of the free entitlement	Yes	The cost for lunchtime care is currently £2.00 (half an hour)
<u>Childcare</u> during the lunchtime period, if it is included as part of the free entitlement	No	If part of the 15 hours free entitlement is taken at lunchtime, there will not be any charge (parents can send a packed lunch.)
A child coming to school nursery after headcount and not accessing free entitlement	No	Children will be offered sessions free of charge (according to availability)

at any other setting		
A child coming for additional nursery sessions beyond 15 hours free entitlement. The 15 hours may have been taken at another setting/school	Yes	Additional session currently cost £12.00 (three hours)

Billing

- Bills are issued to parents before the start of the half term in which provision will be taken.
- Invoices are issued for additional paid sessions/lunchtime care
- Parents are encouraged to pay these invoices via bank transfer

Payment terms

Payment should be made:

- Before commencement of the provision.
- A reminder will be sent one week prior to commencement
- Sessions cannot continue if payment is not made following the reminder (arranged on an individual basis)
- Each session will be charged whether or not a child attends.

Other Information

The charging policy adopted by the school is displayed in the Nursery entrance and included in the Nursery admission packs

Policy written December 2020