



### **Pinehurst Nursery & Little Pine Cones Charging Policy**

At Pinehurst we offer childcare both in Little Pine Cones and Little Acorns (Nursery) between the hours of 8.45-3.30 (charges apply). The Nurseries are open term time only and closed for teacher training days, bank holidays and transition days.

#### **Free Funded Places**

Children are entitled to free government funded places for 15 hours per week from the term following their 3<sup>rd</sup> birthday at Pinehurst. For a 2-year-old funded place parents have to meet the edibility criteria (See Appendix 1).

All families with children aged 3 are entitled to 15 hours of funded education.

Funded sessions are from 8.45 am - 11.45am or 12.30pm - 3.30pm, Monday to Friday.

#### **Flexible Places**

We also offer additional sessions, but these are subject to availability each term.

We unfortunately cannot commit to these sessions for the full year due to new admissions and intakes of children in January and April who are eligible for a funded place.

Additional sessions are broken down as follows:

- Little Pine Cones (2-year-old Nursery) / Little Acorns (3-year-old Nursery) are £18.00 for either a morning 3-hour session or afternoon 3-hour session
- If a child is staying for the full day, and would like a school lunch, this would be an additional charge of £2.20 for the meal.
- If you add a half-day session to one that is funded, the full day session is 6 hours 8.45-2.45pm, there would be an additional £4.50 charge to extend to 3.30pm in line with the session end time of the Nurseries and the wider School.
- Full day sessions 8.45am-2.45pm are £36.00 or 8.45am – 3.30pm at £40.50 are available on rare occasions.

**For all flexible places and additional services, you will be required to sign a contract, for which you agreeing our payment terms.**

**Payments are to be paid by Parents/Carers at the beginning of the week or the first day of the child's session at Nursery.**

#### **Payment Terms**

An invoice will be produced that is itemised to provide clear and transparent information concerning charges as agreed in this policy.

This will allow parents/carers to see the free entitlement and additional fees. All payments must be made in advance of the session. All families are issued with a receipt of payment.

In addition to the regular childcare fees, we can ask for payment for meals, snacks, and consumables like nappies or sun cream, which are optional to you. We may also charge for specialist tuition or trips.

Here's a more detailed breakdown:

- **Meals and Snacks:**

We can charge for meals and snacks, even if you are receiving government-funded childcare hours, as the funded hours don't cover consumables like food. Currently we only charge for a school dinner, all snacks are provided for free, however subject to funding this could change.

- **Consumables:**

We can charge for consumables like nappies, wipes, and sun cream. Currently we do not charge for these, however subject to funding could change.

- **Trips and Specialist Tuition:**

We can charge for trips and specialist tuition, but you will be informed of these costs in advance.

### **Unavoidable closure of the school**

The school policy and procedures apply.

Should the Nurseries have to close for reasons beyond our control, you will not be charged for the sessions affected.

### **Bank Holidays and Inset**

There is only one bank holiday in the school year that would be chargeable, if your child attends additional hours in our nursery. This is the early May Bank Holiday each year. All other bank holidays are within school term times and closures.

There are a number of inset days held over the academic year. These are outlined in the school's term dates. You will not be charged for these days.

There maybe unforeseen circumstances where the nursery has to close early, or return back to school later. We will ensure to provide as much notice as we can, and you will not be charged in these circumstances.

### **Late payment /debt collection**

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts may be forwarded to the Local Authority Credit Control Department for Recovery.

### **Late collection of children policy**

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. If you are regularly late there a 'Late Collection Fee' of £5.00 may be charged and your place may be withdrawn if there is a waiting list.

### **Complaints Procedure**

Our complaints procedure is available on the school website and available on request in the school office.

### **Policy Review**

This policy has been written with regard to the DFE Guidance.

Further information can be found here:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

**The Policy will be reviewed on an annual basis by the EYFS Leader and Governing Body or at anytime if there are Statutory changes that need to be implemented.**

### **Note**

*Our school does not currently offer 30 hour funded places. This is a decision made the Governing Body. However, we are willing to work closely with other providers for a dual placement so families can access a 30 hour offer of 15 hours at 2 settings.*

## **Appendix 1**

### **Eligibility Criteria for 2-Year-old funded place**

Your child will be eligible for a free place if you receive any of the following:

- Income Support
- Job Seekers Allowance (income-based)
- Employment Support Allowance (income-related)
- Universal Credit - you and your partner must have a combined income from work of £15,400 or less a year, after tax
- tax credits with annual earnings of no more than £16,190 per year, before tax
- the guaranteed element of State Pension Credit
- support through Part 6 of the Immigration and Asylum Act
- Working Tax Credit 4 week-run on (the payment a claimant receives when they stop qualifying for Working Tax Credit)

A child may also be eligible for a place if she or he:

- is looked after by the local authority.
- has a current Statement of Special Educational Needs/Disabilities (SEND) or an Education Health Care Plan
- receives a Disability Living Allowance (DLA)
- has left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, free early education and childcare:

- must be given by an [approved childcare provider](#)
- start the term after your child's second birthday