

Forest Academy



Nursery Charging Policy

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Charging Policy 2023/24

Forest Academy Nursery

Forest Academy Nursery supports the entitlement to free 15 hour early years provision for 3 & 4 year olds for 37 weeks out of the 38 week entitlement. In addition we also offer the 30 hour free childcare to those families who meet the criteria.

Universal free 15 hours (or 30 hours) provision is available from the term following a child's third birthday up until they reach the normal age for admission into Reception for every child, irrespective of background or family circumstances.

Regulations prescribe that children become eligible for free early years provision on the dates set out below:

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

Equalities Implications

- The opportunity of on-site wrap around care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 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
- 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. The invoice will be itemised to provide clear and transparent information concerning the charge as

agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand the additional fees that have been applied. Detailed receipts will be issued for all payments.

- Childcare provision will be available from 8.40am to 3:20pm, five days per 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.

Application for a Nursery Place

It is recommended that places at Forest Academy Nursery are applied for at least 12 months prior to the date of required commencement.

As part of the registration process you will be asked to complete a Nursery Admissions Form. The parent/carer will also be asked to provide documentation to evidence their child's date of birth. This is to confirm that they have reached the eligible age for the free entitlement. A copy of this document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

The Admission Policy is issued to all families as part of the registration process. It is also available on www.forest.suffolk.sch.uk, under the Nursery drop down menu.

Early Education at Forest Academy is offered to families 37 weeks of the year. The funded hours can be claimed up to a maximum of 30 hours if eligible, or 15 hours.

Monday	8.40am – 3.20pm
Tuesday	8.40am – 3.20pm
Wednesday	8.40am – 3.20pm
Thursday	8.40am – 3.20pm
Friday	8.40am – 3.20pm

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6:00am or after 8:00pm

- A maximum of two sites in a single day
- Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

We aim to identify all children that may attract additional funding such as EYPP, DAF and SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. You may wish to discuss this further with our SENCO, Zoe Huff.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

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.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8.40am – 11.40am	8.40am – 11.40am	8.40am – 11.40am	8.40am – 11.40am	8.40am – 11.40am
Afternoon	12:20pm – 3.20pm	12:20pm – 3.20pm	12:20pm – 3.20pm	12:20pm – 3.20pm	12:20pm – 3.20pm
All Day	8.40am – 3.20pm	8.40am – 3.20pm	8.40am – 3.20pm	8.40am – 3.20pm	8.40am – 3.20pm

	£
Main Session AM	13.50
Main Session PM	13.50
Lunchtime 11.40am – 12.20pm	4.00

For 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 Nursery Lead.

Any change to the above pattern of attendance will require at least a half term's notice in writing to the Nursery Lead. A Local Authority Early Years Funding Parent/Carer Claim Form (PAF) 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 on your

account being passed over to our Trust to recover the outstanding fees. Payment is by BACS or online via a Tax-Free Childcare Provider Account. Any charges arising from payment in un-cleared funds will be passed onto the parent. If payment has not been received within 4 weeks of the date of the invoice then the child's place at the nursery will be at risk.

Voluntary Contributions

Voluntary contributions are requested to cover the costs 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.

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 Forest Academy Trust and then onto the small claims court.

Setting Closure

No charge will be made for closure due to bank holidays or extreme weather conditions.

Complaints

Our complaints policy is available via our website www.forest.suffolk.sch.uk and the select the link for policies.

Where a parent/carer is not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to April Grimes, Headteacher. If you are still not happy with the response then you can also write to the Chair of Governors.

Review & Monitoring

This policy will be reviewed annually.