

# Forest Academy



## Nursery Charging Policy

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## Charging Policy 2025/26

### 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.

- From **September 2024**, 15 hours childcare support was extended to eligible working parents with a child from 9-months-old.
- From **September 2025**, support covers 30 hours for eligible working parents with a child from 9-months-old up to school age.

Forest Academy's 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.

### Equalities Implications

The opportunity of on-site Nursery provision 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](http://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.

### Fees and Funding

<b>Sessions</b>	<b>3 and 4 year olds</b> (When government funding is <b>not</b> being claimed) <b>Hourly rate : £6.20</b>
<b>Morning Session</b> 8.40am – 11.40am	£18.60
<b>Afternoon Session</b> 12.20pm – 3.20pm	£18.60
<b>School Day Session</b> 8.40am to 3.20pm	£41.35

### Government Funding

The funded sessions are available to children aged 3 and 4 years old. Details can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

All children are eligible for 15 hours funding from the term after their third birthday. If your child was born on or between the:

- Spring Term – Your child's 3rd birthday must fall between 1st September and 31st December
- Summer Term – Your child's 3rd birthday must fall between 1st January and 31<sup>st</sup> March
- Autumn Term – Your child's 3rd birthday must fall between 1st April and 31st August

Regulation for the Universal 15 Hours Entitlement Funding requires us to validate your child's age to confirm eligibility. 30 Hours government funding options are also available for families that are eligible, please confirm this at - [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

Government funded sessions of 15 hours a week are available daily and cover core hours only. 8.40am to 11.40am and 12.20pm to 3.20pm, term time only.

When a child is claiming 15 hours Government funding the following fees apply (per day):

<b>15 hour funding session options</b>	3 and 4 Years
<p><b>School Day (8.40am – 3.20pm)</b>            Claiming 3 hours government funding - to include lunch session, meal.</p>	<p>40 min care £4.15            Additional session £18.60              Total £22.75</p>
<p><b>School Day (8.40am – 3.20pm)</b>            Claiming 6 hours government funding – to include lunch session and a meal.</p>	<p>40 min care £4.15</p>

When using 30 hours government funding the following fees apply:

<b>30 hour funding session options</b>	3 and 4 Years
<p><b>School Day (8.40am – 3.20pm)</b>            Claiming 6 hours funding a day (5 days a week = 30 hours funding claimed a week)</p>	<p>40 min care £4.15</p>
<p><b>School Day (8.40am – 3.20pm)</b>            Claiming 6 hours funding a day (1-4 days a week = under 30 hours funding claimed a week)</p>	<p>no charge</p>

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](http://www.forest.suffolk.sch.uk) and then 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.