



Policy	<i>Nursery Payment Policy (with effect from 1st January 2025)</i>
Author/Person Responsible	<i>Gabby Howells - Headteacher</i>
Date of Ratification	<i>December 2024</i>
Review Group	<i>LGB</i>
Ratification Group	<i>LGB</i>
Review Frequency	<i>Annually</i>
Review Date	<i>June 2024</i>
Review Amendments/Notes	
Related Policies	<i>Finance Policy</i>
Chair of Governors Signature	



Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Nursery payment	DATE:	Dec 24
EIA CARRIED OUT BY:	G.Howells	EIA APPROVED BY:	G.Howells

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		NA
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender reassignment (transsexual)		NA
Marriage and civil partnership		NA
Pregnancy and maternity		NA
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		NA
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Sex (male, female)		NA
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		NA

Any adverse impacts are explored in a Full Impact Assessment.



Nursery Payment Policy

Aim

Little Leaves Nursery aims to provide value for money in an outstanding environment run by a classroom teacher.

Fees overview

We accept children from the age of three who will be starting Reception in the following September. Children aged three and four can use the Nursery Education Grant to access 15 or 30 hours of free Nursery education. For more details about the criteria please visit <https://childcare-support.tax.service.gov.uk>.

The 15 hours is equivalent to five 3 hour sessions at Little Forest Nursey. Any extra sessions required, (availability permitting), would be subject to a charge. School meals can be purchased at the current cost of £2.50 per day.

Breakfast Club

Will be added in the future.

Hot lunches

Hot lunches are charged on top of lunch club and other fees. The lunch cost for 2024/25 is £2.50.

Registration Fee

A registration fee of £40.00 must be paid when an offer is made for a Little Leaves Nursery place. We cannot secure a place without the appropriate fee being paid. The fee includes nursery uniform of a t-shirt and hoodie. **An admin fee of £10.00 will be charged if hours are changed once a child has started.**

Payment for childcare fees.

Nursery fees for the 2024/2025 academic year are £15.00 (£5 per hour) per session per child and are **payable a term in advance**. You will be issued an invoice a term in advance. Fees can be paid using our online payment system Arbor. When your child starts nursery, you will be sent a link and once you've clicked on the link, you will be able to see your account and make payments for any extras. Fees will be charged for the agreed days and hours **regardless of whether the child attends or not**. If your payment is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the payment.

If you wish to stop your child's attendance at Nursery then you need to give **4 weeks' notice, in writing**, of the date you intend to withdraw your child, otherwise you may be liable for any fees for the following term.

School terms run from Autumn Term / September-December, Spring Term / January-March, Summer Term / April-July. The School will review Nursery fees on an annual basis in the Summer term. Any increase will take effect from the start of the new academic year in September.



Current Cost of Daily Sessions

Session	Time	Universal Allowance (free hours)	Paid Hours	Lunch Club (payable by all)	Total Costs
Morning	8.30am – 11.30pm	3 hours	£15.00		
Morning with lunch club	8.30am – 12.00pm	3 hours	£15.00	30 extra minutes = £2.50	£2.50 for Universal session £17.50 for Paid session
Afternoon	12.00pm – 3.00pm	3 hours	£15.00		
Afternoon with Lunch club	11.30pm – 3.00pm	3 hours	£15.00	30 extra minutes = £2.50	£2.50 for Universal session £17.50 for Paid session
Full day with lunch club	8.30am – 3.00pm	6 hours	£30.00	30 extra minutes = £2.50	£2.50 for Universal session £32.50 for Paid session

Non-payment of Childcare / additional Fees

If the fees have not been paid by the deadline date, in the first instance, an email will be sent out reminding that payment is due, this will be followed up with a phone call, if payment is still not received. If the debt remains unpaid, a letter will then be issued informing parents that the child will no longer be able to attend the nursery until fees are paid in full.

Non – payment of childcare fees by the date specified on the invoice will result in a late payment charge of 10% of the total charges made.

Payment for late collection

All parents/carers will be given a five minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended, a £10.00 charge will be levied and for every ten minutes thereafter. We understand that sometimes emergencies happen, so if you know you are going to be longer than 5 minutes late picking up, please contact the school office as soon as possible.

Approved By;

FGB:

Revision Date:

Signed..... Chair of Governors

Date