



## Nursery Charging Policy – Additional Hours

### 1 Introduction

Additional hours are sessions in nursery over and above each child's free entitlement of 15 hours per week. Space permitting, parents have the opportunity to purchase up to an additional 15 hours a week (5 sessions) or a maximum of 20 hours per week if lunch times are included.

Please refer to the Nursery Admissions policy for further details and admissions arrangements.

### 2 Charges

- 2.1 The cost of one three hour session will be £12. If lunch time cover is required an additional £2 will be charged (this **does not** include the cost of meals).
- 2.2 Children can bring a packed lunch but if a school meal is provided, charges will be in line with current school meal prices. Payment for school meals should be made daily (or weekly in advance) to the School Office.
- 2.3 Payment for sessions must be made in advance. An invoice for these extra sessions will be issued one week in advance of the sessions being taken. If a child is absent, any overpayments will be carried forward, subject to our absence policy outlined below. If payment is not received within 10 working days after the due date, the provision will be withdrawn.
- 2.4 Charges for sessions will be reviewed annually by the school's Governing Body, when an incremental increase in fees may be applied for the following September, in line with other local providers.
- 2.5 Childcare Vouchers cannot be accepted as payment for additional hours as children will already be accessing their free entitlement.

### 3 Absence

In the event of the child's absence a fixed charge of 50% will be made. Continual absence may result in the sessions being withdrawn – all such decisions will be considered carefully and are at the discretion of the school's Governing body.

### 4 Cancellation

Cancellation by either party will require one month's notice.

**Signed:**

**Date:**