



West Exe Nursery School

Admission Charging Policy

We expect to admit children in to our Nursery School that will be using their EYEF (Early Years Entitlement Funding) and / or 2 year old funding, who in some cases may also purchase additional sessions. We also expect to admit children whose parents do not qualify for free places who will be paying for their child's place.

Sessions:

Morning Session:	9.00am to 12noon
Lunch time session	12.00noon to 12.45pm
Afternoon session	12.45pm to 3.45pm

Session charges: From 1st September 2018 to 31st August 2019

3 & 4 year olds	£13.00 per morning or afternoon session
2 year olds	£16.00 per morning or afternoon session
Lunchtime session	£3.00 per session for all ages
Breakfast Club	£7 (2 year olds) £6 (3/4 year olds)
After School Club	£8.50 (2 year olds) £7 (3/4 year olds)

Charges for a 3 year old will come in to practice at the beginning of the month after the child's 3rd birthday.

Terms and Conditions:

- Upon agreement for paid sessions, a nursery contract will be sent to the parent/carer of the child to sign and return confirming acceptance of our terms and conditions for payment. Term dates will be available to all parents/carers
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- All sessions are payable one month in advance.
- An invoice for sessions will be produced by the Administration Office by calendar month.

- All invoices must be paid within 10 days of issue or the offer of a paid place may be withdrawn.
- Payment is to be made to the West Exe Nursery School reception by either cash or cheque (cheques to be made payable to Devon County Council). We cannot accept card payments.
- Some nursery vouchers are acceptable for full or part payment - please ask to speak to the Administrator to discuss further.
- No refunds will be given in the case of sickness or term time holiday, or parental choice of absence.
- If the Nursery School is closed, i.e. for an event (spring / summer celebrations) or for unforeseen circumstances (i.e. in the case of snow) then there will be no charge for sessions or a refund will be offered if already paid.
- Leaving Circle day and School trips - these are classed as a normal session day and charges will apply.
- Christmas Party Day - No all day session is available. A morning or afternoon session is chargeable.
- An all year round offer of a nursery school place is available. The nursery session times and charges are the same as a term time place. Once accepted, a nursery contract will be sent to the parent/carer of the child to sign and return confirming acceptance of our terms and conditions for payment. Parents will be provided with a set of opening times.
- Breakfast club and afterschool club provision is also available. Hours can be used within a parent's funded allowance, or can be purchased at an additional cost. Once a place is accepted, a nursery contract will be sent to the parent/carer of the child to sign and return confirming acceptance of our terms and conditions for payment. See attached copy.

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 On behalf of the Governing Body

Renewed date:October 2018.....

Next renewal date:October 2019.....