

West Exe Nursery School

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 12pm
Lunch time session:	12.00pm to 12.45pm
Afternoon session :	12.45pm to 3.45pm

Session charges: From 1st September 2019 to 31st August 2020

3 & 4 year olds	£13.50 per morning or afternoon session
2 year olds	£16.50 per morning or afternoon session
Lunchtime session	£4.00 per session for all ages
Breakfast Club	£7 (2 year olds) £6 (3/4 year olds)
After School Club	£9 (2 year olds) £7.50 (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
- All sessions are payable one month in advance.

- Parents wishing to move their child must give a month's notice in writing (forms available in Reception). Funding at a new provider will not be available until the months' notice is up.
- 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- All invoices must be paid within 10 days of issue or the offer of a paid place may be withdrawn.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. It is also possible to pay by BACS via Devon County Council, forms are available at reception.
- 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 (Summer/Autumn 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.
- 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.

- Snacks - £1 per week is expected for every child attending school to cover the cost of snacks (this is not part of any monthly invoice and can be paid weekly, or half termly at Reception)
- Governors reserve the right to charge parents for any wilful damage to School property
- Voluntary contributions are asked for any extra curricular trips (ie theatre, museum, summer trips, farm visits), however no child will be discriminated against should parents be unable to pay (please speak to the Lead Teacher if this is the case).

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On behalf of the Governing Body

Renewed date: September 2019.....
Next renewal date:October 2020.....