

## **Nursery Admissions & Nursery Fees Policy**

### **Funding**

Eligibility for funding as per government guidelines. More information can be found on the Government webpage. The standard 3-year-old, 15 hours funding for all children which you do not need to apply for:

<b>Child born between</b>	<b>Child eligible for grant</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer term after 3 <sup>rd</sup> birthday
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn term after their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring term after 3 <sup>rd</sup> birthday

### **How to apply for free childcare if you are working –**

You can apply from when your child is:

1 year and 36 weeks for 15 hours free childcare

2 years and 36 weeks for 30 hours free childcare

<b>Your child's birthday</b>	<b>When they can get their hours from</b>	<b>Recommended time to apply</b>
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 January to 31 March	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

**More information is available on the link below**

**<https://www.gov.uk/apply-free-childcare-if-youre-working>**

### **Nursery Sessions Information**

The Nursery is open during term time only. We offer morning, afternoon and full day sessions.

<b>Session Type</b>	<b>Opening time</b>	<b>Closing time</b>
Morning session	8.45am	11.45am
Afternoon session	12.15pm	3.15pm
Full day session	8.45am	3.15pm
Lunch cover	11.45am	12.15pm

If you wish to collect your children outside the designated pick-up time you must use the 'buzzer' on the main school gates to speak to School Reception, who will then allow access to School reception to collect your child. Our fees are reviewed annually each September. The fees are different for children aged 2 years of age and 3 & 4 years of age due to the ratio of staff to children for their age.

<b>Session</b>	<b>2 year olds</b>	<b>3 &amp; 4 year olds</b>
Morning	£16.20	£14.40
Afternoon	£16.20	£14.40
Morning & Afternoon (including lunch cover)	£36.00	£32.00
Lunch cover	£3.60	£3.20

At our nursery, sessions run in 3-hour blocks:

- **Morning:** 8:45am – 11:45am
- **Afternoon:** 12:15pm – 3:15pm

We also offer a **30-minute lunchtime session** between the morning and afternoon sessions.

To ensure we can provide the maximum number of funded session hours, the lunchtime period is **normally chargeable**. However, families may choose to use **funded hours** to cover lunchtime instead.

If you would like to use your funded hours for the lunchtime session, **please inform the school office before the deadline each term.**

Please note: Using funded hours for lunchtime will reduce the total number of full sessions your child can attend each week. This means:

- Children using **15 hours** of funding would not be able to access the full **5 sessions**
- Children using **30 hours** of funding would not be able to access the full **10 sessions**

One of their funded sessions would instead be used to cover the lunchtime period.

**Payment to Nursery for your child's sessions must be made by the 1<sup>st</sup> of each month and will cover a full month. Without payment we reserve the right to withdraw our services.**

Fees will be collected 1 month in advance using our payment system, School Money.

If you require an invoice, please contact the school office and they will provide you with one.

### **Meals**

Nursery children who attend afternoon or whole day sessions, will be able to order a cooked school meal for the price of £2.90, alternatively, your child may wish to bring a packed lunch with them.

### **Non-collection/ Late collection of children**

In the unlikely event that a parent is more than 15 minutes late, the child will have to be added into after school care of a cost of £4. All emergency contacts will be tried in this matter.

### **Nursery Closures – Planned:**

Minsterley Primary School operates on a term time only basis, term dates can be found on our website.

### **Nursery Closures – Unplanned**

We will always strive to open the nursery but where it is deemed unsafe or we are unable to e.g. a snow day, parents will be notified at the earliest opportunity. Fees will be charged for these days.

### **Non-Attendance**

If a parent/carer chooses to take their child/ren out of nursery for any reason e.g. a holiday outside school holidays, or if a child is unable to attend due to illness, fees will be charged at the normal rate.

### **Sickness**

We ask that you contact the school office/ send a dojo message to advise if your child will not be attending nursery. Any child with an infectious illness must be kept at home to prevent the spread of illness. In the case of sickness and diarrhoea all children must be kept at home until clear of symptoms for a minimum of 48 hours.

### **Change in hours**

Any changes to nursery hours must be arranged and confirmed in advance. Requests to alter nursery hours for the upcoming term must be submitted and agreed upon during the preceding term. Changes requested after this period will not be accommodated.