



PRE-SCHOOL BOOKING AND PAYMENT POLICY

Terms & Conditions

Aims

The purpose of this policy is to ensure the transparent process for booking places and payment procedures at Park Lane Nursery School. It is our aim to ensure all parents and carers experience a fair process in booking sessions for their child/ren and are given clear guidelines for paying any pre-school fees for non-funded sessions.

Legislation and Guidance

Cambridgeshire Free Early Years Funding Agreement (Cambridgeshire County Council) – Charging guidelines

Cambridgeshire County Council Count me in for Early Years Funding and Pupil Premium Information for parents

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The Governing Board - overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The Headteacher - is responsible for ensuring that appropriate staff understand this policy and it is implemented consistently.

Staff - are responsible for implementing the policy consistently, highlighting any suggested alterations to processes and therefore this policy and input to policy review consultation.

Parents/Carers – are responsible for adhering to the process in this policy, checking their eligibility for the Extended entitlement, responding to the reminders from the HMRC every three months to confirm that their details haven't changed, complete the Parent/Carer Declaration for free entitlements, provide proof of child's identify, address and date of birth.

Definitions

Universal entitlement - all 3- and 4-year-olds are entitled to a maximum of 570 hours free early education per year.

Extended entitlement - 3- and 4-year-olds of working parents may be able to access an additional 570 hours free early education per year if they meet certain criteria.

Schoolgateway – safe and secure way to make cashless payments to Park Lane nursery

HMRC – UK's tax, payments and customs authority

Childcarechoices.gov.uk - this website informs of the government's introduction of new ways to help parents with childcare costs.

Booking places

Once a parent has gone through the admission process, they will be offered sessions based on what is available at that time, considering the needs of the child and the constraints of the setting.

If a child is currently a pupil of the pre-school and their parent or carer wishes to extend/change their sessions, they are able to do this based on what is available. Parents need to request these session changes by completing a change of session form, available from the school office. Changes to sessions may only begin at the start of a new term and with two weeks' notice prior to the end of the current term. This is subject to the requested sessions being available.



Park Lane Primary & Nursery School

Head Teacher: Rob Litten

Deputy Head Teacher: Rachel Bains

Session times

| | Morning session | Afternoon session | Full day session | Lunch Club |
|------------------|-----------------|-------------------|------------------|------------------------|
| Monday | 8.30am -11.30am | 12.30pm-3.30pm | 8.30am-3.30pm | 11.30am-12.30pm |
| Tuesday | 8.30am -11.30am | 12.30pm-3.30pm | 8.30am-3.30pm | 11.30am-12.30pm |
| Wednesday | 8.30am -11.30am | 12.30pm-3.30pm | 8.30am-3.30pm | 11.30am-12.30pm |
| Thursday | 8.30am -11.30am | 12.30pm-3.30pm | 8.30am-3.30pm | 11.30am-12.30pm |
| Friday | 8.30am -11.30am | 12.30pm-3.30pm | 8.30am-3.30pm | 11.30am-12.30pm |

Term dates are displayed on the website and in our nursery booklet provided.

Payment process

There is a transparent process for booking places and payment procedures at Park Lane Nursery. This policy aims to ensure that all parents and carers experience a fair process in booking sessions for their child/ren and are given clear guidelines for paying any pre-school fees for non-funded sessions. This policy also provides guidance for notice of leaving or changing sessions.

Upon a child starting at Park Lane Nursery, their parent or carer receives confirmation what sessions have been allocated and a start date for their sessions up to and including the end of that term. The confirmation states which sessions are to be funded and which sessions are to be paid for according to Park Lane Nursery fees. These fees should be paid using our School Gateway online payment and booking system. Further information is included in your welcome pack.

Parent and carers may also request to use childcare vouchers and must inform us about it before their child begins their sessions so that compatibility to use the scheme can be clarified. Late payments will incur a charge of 5% of the total bill. If payment is not made within 1 months of the end of each term and then the child's place in Park Lane Nursery will be withdrawn. Fees only cover the cost of Park Lane Nursery childcare fees and does not include charges for anything supplementary.

Lunchtimes/nursery meals

Children attending a full day session should bring a lunch in a named lunchbox or book a school meal at the start of the day. The nursery will provide a mid-morning and mid-afternoon drink and healthy snack to each child. Special dietary needs should be notified to the school office on the medical form provided and on the Admissions form. We are unable to reheat food. We advise that you include a small ice pack in your child/ren's lunchbox, particularly in the warmer months. We must insist that NO nuts, peanut butter, Nutella or cakes/biscuits containing nuts are sent in any lunchbox. There can be severe consequences for a child who is allergic to nuts accidentally eating them or being in close proximity to them and we would appreciate your co-operation with this request.

The cost of a nursery meals is £2.40, and an up-to-date menu can be found on our website. Early Years pupil premium children can access a free nursery meal should they attend a nursery session before and after the nursery day. Parents are required to complete an eligibility form to ensure the nursery can access the Early Years Pupil premium funding.

Drop off and Collection

Keyworkers will be available at the start of each session to be notified of any changes to collection arrangements. In case of emergency the nursery should be contacted on 01733 203433. Please note that the staff have to be paid for any additional hours resulting from late collection of children.

Park Lane, Whittlesey, Peterborough, Cambs PE7 1JB

Tel: 01733 203433

e-mail: office@parklaneprimary.com www.parklaneprimary.com

Park Lane Primary & Nursery School is operated by Aspire Learning Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 8006711. The Registered Office is at Sir Harry Smith School, Whittlesey



Park Lane Primary & Nursery School

Head Teacher: Rob Litten

Deputy Head Teacher: Rachel Bains

Absence and Cancellations

If a child is absent from Park Lane Nursery due to sickness or holiday parents/carers are still required to pay for any sessions that they have booked.

If your child is absent for a week without notification, we will contact you regarding this absence. If after 2 weeks from the date of the letter there is no reply and the children remains absent, the placement will be withdrawn permanently. Fee will continue to accrue for the absence period.

In the event of a child leaving the setting and not needing their place anymore or in the event of parents intending to split their funded hours with another setting, a parent/carer is required to give a four week notice period in writing for any change or split to funding to be processed by the Local Authority.

If a parent/carer wished to reduce or cancel an amount of their child's booked sessions this may only take place at half termly points. In the event of a parent/carer no longer wanting their child to attend Park Lane Nursery (for funded and non-funded places), notice of four weeks needs to be given in writing and they will be liable to pay for any booked sessions until the end of that notice period. For a parent/carer to request any changes to sessions, including a reduction of sessions they will be required to complete a Change of Session form and follow the procedure outlined in the 'Booking places' section of this policy. In exceptional circumstances, this period may be waived.

If the late pick-up fee is not paid after repeated reminders, we reserve the right to withdraw the child from their place in nursery.

Charges & On-going payment of fees

Aside from the 15 hours and 30 hours entitlement or any additional benefit for childcare costs, the charges will be as follows:

| | | |
|--------------------------|-------------------------|-----------------------|
| Half-day session: | 8.30am -11.30am | £18.12 |
| Full day session: | 12.30pm - 3.30pm | £18.12 |
| Lunch hour: | 11.30am -12.30pm | £6.04 per hour |

This fee structure will be processed without being a barrier to taking up funded places. Children will need to bring a packed lunch or book a school meal for a full day session, or any lunchtime session previously agreed.

All fees MUST be paid weekly/two weeks or monthly in advance. Payments must be made through our school comms online payment system.

A £10.00 late pick up charge will be applied to children for each occasion where they are not collected by (10 minutes after the end of the session):

| | |
|---------------------------------------|----------------|
| Morning session finishes: | 11.30am |
| End of Lunch session finishes: | 12.30pm |
| Full day session finishes: | 3.30pm |

Where parents are separated, the charge will be made to the parent that should collect from that session.

Non- payment of fees

If you do not make payments within the first two weeks, then your child will NOT be admitted into nursery.

Fee arrears

If fees are in arrears, you will be given 2 weeks' notice to bring the account up to date and in advance. If you **DO NOT** make these payments your child's place will be withdrawn immediately.

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If your account is in arrears at the time of your child transferring to the 3-4's your child will receive their 15 hours entitlement or their 30 hours free entitlement, however your child cannot access additional services while the account is in arrears. If the account falls into arrears there will be an admin charge of £10.00 added to your fees.

Annual Increase/Change of fees

All fees will be reviewed annually and increases will be take effect from the 1st April of each year. Reminder letters will be sent out by the end of February. Fee amounts will be increased through school comms.

If the fees are to change for any reason other than the annual rise parents/carers will be given 1 months' notice of the change.

Funded places

On applying to Park Lane nursery parents/carers are given an information sheet that outlines the criteria for government Early years funding. This information is clear and transparent and signposts families to sources of further information.

It is the parent/carers responsibility to check their eligibility for the Extended entitlement through www.childcarechoices.gov.uk If eligible, parents/carers will be directed to the HMRC webpage to apply and will be issued with an 11 digit eligibility code which **must** be given to Park Lane Nursery. It is also the parents/carers responsibility to respond to the reminders from the HMRC every three months to confirm that their details haven't changed. The Local Authority will make checks on the validity of eligibility codes, following Park Lane nursery initial validation check, and let Park Lane nursery know if it is no longer valid. A 'grace period' is given if the extended entitlement is no longer funded. Places can be lost if job circumstances change and parents/carers no longer meet the criteria.

If a child attends more than one setting, parents should contact the School Office to discuss sharing funding with the other setting to ensure there is no duplication, which could result in charges for the parent.

The maximum number of funding hours that can be claimed in each year-long funding period is 570 for each universal and extended hours, starting the term after the child turns 3 years old. If funding is claimed by another setting during this year, and the 570 hours is exceeded, Park Lane nursery reserves the right to invoice the parent for any hours not covered by funding.

Parents/carers must complete the Parent/Carer Declaration for free entitlements, provide proof of child's identify, address and date of birth (e.g. short form birth certificate or passport) and agree with the nursery when the place will be taken up. Park Lane nursery will not be able to claim funding for a child's place without this form.

Notice Period if a child is leaving the school

Parent/carers are required to give notice in writing of two weeks before the child's leaving date. A child can leave within the two weeks' notice period but the parent/carers will be charged for the two weeks.

Additional circumstances

If nursery is closed or reduced due to severe weather or other unforeseen circumstance beyond our control fees may still be applied. Every effort will be made to keep services running whenever possible and priority will be given to children whose parents are working or studying during school hours.

Park Lane Primary & Nursery School closes for 5 training days each school year. We will not charge for these days.

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Acceptance of Terms & Conditions

I wish to apply for the admission of my child to Park Lane nursery. I have read the policy and agree to comply and any updated information when necessary.

Name of child.....

Name of parent(s)/carer(s).....

Signature of parent(s)/carer(s).....

Date:.....

Please return to:

Park Lane Primary & Nursery School,
Whittlesey,
Peterborough,
PE7 1JB

Telephone: 01733 203433

Email: office@parklaneprimary.com

Website: www.parklaneprimary.com

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