



*Learning and improving together  
without limits*

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Principal: Susan Stickley

### **Free Nursery Places**

All children aged 3-5 years (term after their 3rd birthday) are offered 15 hours of free childcare per week. These hours can be used in any combination of the sessions listed below. If eligible the nursery can provide 30 hours free entitlement. Funding is also available for 2 year olds whose parents are in receipt of certain benefits. Please go to [www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare) for further information.

If your child is attending a session that includes the lunch hour, you should provide them with a packed lunch or hot meals are available via the school caterers Chartwell's (please ask for further details). There is no deposit payable if you are just using your free entitlement. If you have any questions or need any assistance please contact Mrs Gayle Simons.

### **Aims**

Little Learners Nursery aims to provide affordable, flexible and high quality childcare while ensuring that the service remains financially viable and meets the needs of families. Staff can support families to apply for benefits such as Tax Credits, Childcare Vouchers, Free School Meals and other entitlements.

### **Fees**

If you would like your child to attend the nursery for more than 15/30 hours or they are not yet entitled to free childcare, the fees are listed below:-

TIMETABLE & FEES		
Morning Session	8.30am-11.30am	£15.00
Lunch Sessions	11.30am-12.30pm (lunch not included)	£5.00
Afternoon Session	12.30pm-3.30pm	£15.00



## **Contract with Families**

The following terms and conditions apply:

### **Payment**

The Academy and family will agree a contract for their child to attend a set number of sessions a week. On accepting a fee-paying place the family will be asked for a non-refundable set-up fee of £15 (siblings/twins will each incur their own set-up fee).

Fees are payable in advance by the 1<sup>st</sup> of every month. Fees can be paid in the following way:

By cash

By internet banking

By Childcare vouchers

### **Late Payments**

Fees that are not paid by the 1st of the month will automatically receive a late payment charge of £10. In this case the following procedure will apply:

Families will be telephoned by the 5<sup>th</sup> of the month (or the closest working day) asking for immediate payment.

If the outstanding fees are paid, all paid for sessions will continue as normal. If fees are not received by the 10<sup>th</sup> of the month (or the closest working day) all paid for sessions will be stopped with immediate effect.

If fees still remain outstanding the debt will be passed to University of Brighton Academies Trust for recovery.

### **Financial Difficulties**

We understand that some families may experience financial difficulties and we would like to work together to minimise disruption to the child's care and education and also to prevent families from increasing their debt. Families experiencing financial difficulties should discuss this as soon as possible with the School Business Manager and a payment plan will then be put in place.

### **Operating Hours**

Little Learners Nursery is open between 8.30am and 3.30pm Monday to Friday, term time only. We also close for up to 5 days during the year for staff training (INSET). You will not be expected to pay for any INSET days.

### **Absences**

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the Governors' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalisation. However for absences of up to 5 days all sessions must still be paid for. If your child is absent for more than ten days and you have not contacted us, we will assume you no longer require the place. You will be charged for any outstanding fees.

### **Adverse weather closures**

If the Academy has to close due to adverse weather (e.g. heavy snowfall) any fees already charged will not be refunded. In the event of any longer term or sustained closure, reductions would be at the governors' discretion.

### **Late Collection Charges**

It is essential that children are collected on time. If children have not been collected by the end of their session you will incur a late collection charge of £5 for the first 10 minutes they remain in our care and a



further £1 per minute thereafter. If your child is collected late on a regular basis you will be asked to meet with the Nursery Manager. It is important to note that in line with our 'Uncollected Child' policy if your child has not been collected within 30 minutes and we have been unable to make contact with an authorised adult, the Academy will contact Children's Social Care to inform them that a child has failed to be collected.

**Additional Sessions**

If you need to book additional sessions, we will require one week's notice and you will need to put your request in writing. Places will depend on availability of sessions. Changes will incur an additional administration fee of £5 which can be paid at the time of booking or added onto the invoice.

**Reduction of Hours/ Termination of Contract**

We require one month's notice in writing to reduce your hours or to stop your childcare sessions completely.

**Policy Review**

The Fee Policy will be reviewed in February each year. Any resulting changes will be effective from the 1<sup>st</sup> April that year. We reserve the right to increase fees at any time should it be necessary. In these circumstances we will give one month's notice of intent to change fees.

I / We have read, understood and agreed to the terms and conditions of the Fee Policy from 1<sup>st</sup> September 2018 outlined above.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent / carer)

Parent / Carer name: \_\_\_\_\_

Date: \_\_\_\_\_