

# Admission and Charging Policy (including Terms and Conditions of Use)

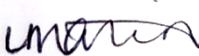
## Nursery at William C of E Primary and Nursery School Aspire Federation



**Reviewed and updated:** November 2024

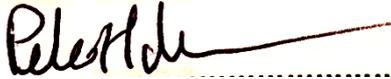
**Ratified by Governors:** November 2024

**Next review:** April 2025

Signed: ...  .....

Name: Laura Martin  
(Executive Headteacher)

Date: ...27.11.24.....

Signed: ...  .....

Name: Peter Hilton  
(Chair of Governors)

Date: ...27.11.24.....

**Admission and Charging Policy**  
**(Including Terms & Conditions of Use)**  
**September 2024**  
**Review April 2025**

**Welcome**

Our nursery operates as part of our EYFS building on William Hildyard C of E Primary School site. It is open term times only (Lincolnshire Term dates) for 38 weeks of the year.

**Admissions**

Our nursery is able to take children from 3 years old on a first come first served basis.

If you would like your child to join us, please do not hesitate to make contact with our friendly and knowledgeable staff on 01778 343119 or by email to [enquiriesWH@aspire.school](mailto:enquiriesWH@aspire.school) .

Visits are warmly welcomed to our setting.

You will need to complete an Admission Form prior to starting so that we have all relevant details to help keep your child safe and thriving.

We offer one settling-in session for nursery children prior to their formal start date free of charge. The settle session lasts up to an hour where parents can accompany their child and help their child familiarise themselves with the routine and staff in their room.

**Deposits**

To guarantee and reserve your child's place we request:

- A £100 deposit for nursery children

All deposits are payable in advance of your child's first attendance at nursery. Please note that the deposit is non-refundable if the child does not take up the place by the offered start date. Parents whose child is only accessing Early Years Entitlement (EYE) funding will not have to pay a deposit. Consequently, we regret that we cannot hold places for EYE children. If parents of EYE funded children wish to access additional hours, the deposit becomes payable. See below for more information on funded sessions.

Deposits are refunded once the final account has been settled.

**Bookable sessions**

<b>Sessions</b>	<b>Session Times</b>	<b>Cost</b>
Early session	8:30 – 9:00	£2.50
Morning session	9:00 – 12:00	£15.00
Afternoon session	12:00 – 15:00	£15.00
To end of school day	15:00 – 15:15	£1.25

**Waiting List**

We maintain a waiting list for nursery places, ensuring that parents/carers are informed when spaces become available. At that point, we will contact you to arrange payment of your deposit to secure your child's space.

### **Included Activities and Food**

At the nursery, we provide all-inclusive selection activities which are provided fully inclusive of your fees.

Parents whose children are attending nursery for either the afternoon session, or a full day must provide a packed lunch for their child. Please ensure that any snacks (for morning or afternoon sessions) are labelled and avoid items which contain nuts as we try to support those with allergies in the school setting.

### **Funded Sessions**

Early Years Entitlement (funded) places will be offered in accordance with the Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 2, 3 and 4-year olds (September 2010) and the local conditions identified within the Early Years Provider Agreement.

Parents should note that even if your child is eligible for funded sessions, you will remain personally liable for the cost of sessions attended by your child until we have received your fully completed Parent Declaration Early Years Entitlement Form (attached to this pack) and your funding claim has been processed by Lincolnshire County Council and validated by us. If you are applying for Early Years Entitlement funding, please visit the website at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for information on how to make your application for funding and for reapplying.

Parents whose child is only accessing Early Years Entitlement (EYE) funding will not have to pay a deposit. If parents of EYE funded children wish to access additional hours, the deposit becomes payable. We are pleased to offer term time only, funded places at our Nursery. We are happy to apply EYE funding to all eligible sessions after 9am. EYE funding cannot be claimed for our 8:30-9:00am session or from 3pm – 3:15pm, and this will be payable if required. We offer 15 hours of universal funding for term time children and 30 hours of funding (subject to eligibility criteria) for extended sessions. All sessions run term time only, stretched funding is not available.

### **Ad Hoc Sessions**

If there is space, and an Admission Form has been completed, you will be able to book your child onto ad hoc sessions. To do this, you will need to contact the school office. We are pleased to accept ad hoc sessions subject to availability.

### **Part Sessions**

Please note that even if you only require part of a session, you will still be charged for the whole session. This is because we must provide sufficient staff to manage the needs and safety of your child. For instance, if you booked the Afternoon session but did not drop off your child until 12:30, you would still be charged for the entire session i.e. 12:00-15:00. This policy helps keep costs, and therefore charges to parents, as reasonable as possible.

Regrettably, due to staffing ratios, we are also unable to slide times of sessions, either way.

### **Nursery Session Cancellations**

We require one month's notice to cancel or change contracted nursery sessions, either chargeable or funded. Any changes made without notice will be chargeable. In accordance with our Attendance Policy, we ask that the school office be contacted to notify staff of any child absence so that we can maintain accurate registers. You will still be charged for sessions booked as we must provide sufficient staff to manage the needs and safety of your child.

### **Payment and Discounts**

Fees are invoiced monthly in arrears and payable within 15 days of receipt.

Statements and invoices are issued by email to the person(s) named as the Bill Payer on the Admission Form.

A 10% discount is offered to children whose parents are employed by William Hildyard C of E Primary and School and 30% discount to all staff employed by our nursery, as long as the employee has at least one year's service prior to their child joining the setting.

### **Late Collection**

Being late can happen to all of us but in an emergency or if a parent/carer is likely to be late collecting their child, the parent/carer must inform the nursery by telephone as soon as possible. In the event of a late collection, the nursery will make a charge of £20 for each 30-minute period or part session to cover staff costs. Please note that our staff will always stay and ensure that your child is looked after until proper collection.

### **Non-collection**

If a child has not been collected from the nursery after ten minutes has been allowed for lateness, we check for any changes to normal routines or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work.

If this fails, the manager will try the emergency contacts shown on the child's records. The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team. The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.

### **In The Event of Non-Payment of Fees:**

Prompt payment of fees helps all families by keeping our costs down. We recognise, however, that occasionally some parents/carers may experience financial difficulties. If this is the case, please contact us as soon as possible so that the nursery can arrange a suitable payment plan.

All financial matters will be dealt with the utmost sensitivity and consideration and in confidence. The process, in the event of non-payment of fees, will be:

- The School Bursar will liaise with the parent/carer concerned.
- A payment plan will be established.
- Where there is no resolution, or the plan is not adhered to the child's/children's place will be withdrawn and the deposit fee will be issued against the outstanding balance.
- As a last resort and to be fair to all users, legal action will be taken to recover fees if necessary.

### **Tax Free Childcare**

The government provide support to parents to pay their childcare bills. You may be entitled to support, please access the childcare choices website to see what you may be entitled to.

[Homepage | Childcare Choices](#)

We accept tax free childcare payments. Please add us as a provider on your Tax Free Childcare account by searching for 'William Hildyard Church of England Primary and Nursery School

**Withdrawing Your Child from Nursery's Provision**

For nursery children, one month's written notice must be given if you no longer wish to access the nursery. At the next invoicing point, you would be sent a closing statement and once the balance outstanding was cleared, your deposit would be refunded.

**Closure Periods**

The nursery is closed for all school holidays and also on INSET days. Please see the school website for our latest term dates.