Shoreham Beach Nursery

(as part of Shoreham Beach Primary School)

Nursery Fees Policy.

Signed by:

	Headteacher	Date:	
	Chair of governors	Date:	

Date: 7th July 2025

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Statement of intent

Shoreham Beach Nursery aims to provide a nursery experience for children that is affordable, high-quality and geared towards a smooth transition into Reception class. The Nursery is part of the school but applications for the Reception year must also be made, directly to West Sussex County Council before Year Reception begins.

The governing board is the admission authority and is responsible for setting the Nursery's Admissions Policy. This policy is written to ensure fairness and equality for all those intending to begin their education at the nursery.

Nursery Fees & Sessions

2 - 4year-olds eligible for 15 hours Funded Entitlement can take up their Funded Entitlement via one of the following patterns:

- 5 morning sessions (9am-12pm)
- 5 afternoon sessions (12pm-3pm to include lunch sessions)
- Start of the week (Mon and Tues 9am-3pm and Weds 9am-12pm - to include lunch sessions on Mon & Tues)
- End of the week (Weds 12pm- 3pm, Thurs and Fri 9am -3pm - to include lunch sessions on Wed, Thurs & Fri)

(Start and End of the week sessions will be prioritised for working families.)

For all lunch sessions a packed lunch must be provided for the child.

Nursery School prices for unfunded sessions		
Morning sessions	9am – 12pm	£18.00
Afternoon sessions	12pm – 3pm	£18.00

We currently do not have before or after school care available.

Fees, if payable, are required **in advance.** Invoices will be sent to parents at the start of each half term to facilitate prompt payment. We are sure parents understand the need for this as we have to plan and budget quite some way ahead. By the same token, we will require a minimum of four weeks' notice (or fees in lieu) if a child is to be withdrawn from the group and unfortunately no reimbursement will be possible for periods of sickness or absence for holidays etc.

All additional bookings beyond the value of vouchers have to be paid for in advance and are non-refundable.

For families accessing chargeable sessions a non-refundable registration fee of £30 is due upon submission of Registration Forms, this is not applicable for families accessing their EYFE hours only. Payment can be made directly into our school bank account:

Account Name: WSCC Shoreham Beach Primary School

Account Number: 00577907

Sort Code: 30-00-02

Please use your child's name as a reference.

Shoreham Beach Nursery accepts all government funding for 2-4year olds, if you require further information this can be found at:

https://www.gov.uk/help-with-childcarecosts/free-childcare-and-education-for-2-to-4-year-olds

Should a term exceed the number of weeks or hours funded by the government, any additional sessions will be invoiced at the current funding rate of £8.50/hour (2-year olds) and £6.06/hour (3/4year olds).

Contract with Families

The following terms and conditions apply:

1) Payment

Parents/carers will agree a contract for their child to attend a set number of sessions a week. On registering for a place, parents/carers will be required to pay a non-refundable registration fee of £30 (this is not applicable for families accessing their EYFE hours only).

Fees are payable half termly and in **advance**. Fees can be paid in the following way:

- By internet banking and / or via standing order
- By a voucher scheme through your employer

2) Late Payments

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

- Families will be contacted asking for immediate payment. If the outstanding fees are paid, all paid for sessions will continue as normal.
- Families who pay their fees late on more than 2 occasions will be asked to meet with the Bursar to explore ways of avoiding further recurrence.
- If fees are not received within 10 working days all paid for sessions will be stopped with immediate effect and the sessions will be allocated to families on the waiting list. If the debt is subsequently cleared and the family seek to resume paid sessions, then they will need to reapply and join the waiting list for a space to become available.
- If fees still remain outstanding the debt will be passed to West Sussex County Council for recovery.

3) 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 Bursar and a payment plan may then be put in place.

4) Operating Hours

Shoreham Beach Nursery School is open between 9am and 3pm Monday to Friday, except for Bank Holidays, and during 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, however, if public holidays fall on a day your child usually attends you will still be charged.

5) Absences & Non-attendance

Parents must inform the nursery as soon as possible if their child is unable to attend for the whole or part of a day when they are due to attend.

Due to pre-planned staffing schedules and the running of the Nursery refunds cannot be made for non-attendance unless in exceptional circumstances. Requests must be made to the Bursar/Headteacher and will be discussed with the Governors and decided on an individual basis.

If your child is absent for more than ten days, you have not contacted us, and we have been unable to contact you, we will assume you no longer require the place. You will be charged for any outstanding fees.

6) Adverse weather closures

If the Nursery 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.

7) Late Collection

It is essential that children are collected on time; this is for the benefit of the child and also to ensure that appropriate staffing ratios are maintained. If a parent fails to collect on time a member of staff will attempt to contact the parent or carer by phone with the expectation that they collect their child as soon as possible.

If a child is not collected within 10 minutes of the end of the session they will be taken through to join the next session (where possible) and the parent will be reminded of the session finishing time and advised that if there is a future late collection they will be charged a £10 'Late Collection Fee'.

If a child is collected more than half an hour late we will continue to contact the parent or carer and they will be charged for the price of a full session. **Continued late collection may result in your child's sessions being removed**.

Pick up any time after 3:30pm will incur an automatic charge of £20.

It is important to note that in line with our 'Uncollected Child' policy if your child has not been collected within 30 minutes and despite reasonable effort we have been unable to contact an authorised adult, the School will contact Children's Social Care to inform them that a child has failed to be collected.

8) Additional Sessions

Additional sessions are subject to availability and need to be booked in at point of registration.

Ad Hoc additional sessions are not available to be booked due to pre-planned staffing rotas.

Parents must give a minimum of **four weeks'** notice if they wish to reduce or increase the level of provision their child receives. This requirement applies both before and after provision begins.

9) Reduction of Hours/ Termination of Contract

We require four weeks' notice in writing to reduce your hours or to stop your childcare sessions completely.

10) Nappies, Wipes etc.

Families are responsible for providing nappies, formula milk, wipes and any other items for individual children. In the occasion that these have not been provided and the Nursery supply them, charges will apply.

11) Policy Review

The Fee Policy will be reviewed in annually; however, we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families.

Date: Autumn 2025 **To be Reviewed:** Summer 2026

Please tick and sign and return the below slip to the school office to confirm acceptance and payment.

☐ I / We have read, understood and agreed to the terms and conditions of the Fee Policy from 1st September 2025 as outlined above.

☐ I/We have paid the required £30 non-refundable registration fee (this is not applicable for families accessing their EYFE hours only).

Child's Name: _____

Signed: _____ (parent / carer)

Parent / Carer name: _____ Date: _____