

# Boundstone Nursery School

Upper Boundstone Lane, Lancing, West Sussex BN15 9QX.

Tel: 01903 276860

[www.boundstone-lancingfc.co.uk](http://www.boundstone-lancingfc.co.uk)

E-mail: [office@boundstonenursery.co.uk](mailto:office@boundstonenursery.co.uk)

Head Teacher: Jim Brannan



**Effective from 1<sup>st</sup> September 2021**

## Aims

Boundstone Nursery School aims to provide affordable, flexible and high quality early education while ensuring that the service remains financially viable and meets the needs of families. The Children and Family Centre staff can support families to apply for benefits such as Tax Credits, Childcare Vouchers, and other entitlements.

## Fees

### **Daycare (3 Months to 3 Years) and Holiday Club timetable and fees**

|                                                                                                                                                                             |                                                                                                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Morning Session</b>                                                                                                                                                      | <b>8am-1pm (includes breakfast, snack and 2 course hot lunch)</b>                                        | <b>£30</b>               |
| <b>Afternoon Session</b>                                                                                                                                                    | <b>1pm-6pm (includes snack and tea)</b><br>NB. Daycare closes at 5.30pm every Tuesday for Staff Meetings | <b>£29</b><br>£26.50 Tue |
| In line with our admissions policy, to be accepted for a place in daycare we require you to apply for a minimum of two sessions which must be taken over two separate days. |                                                                                                          |                          |

### **Nursery School (Over 3 Years) timetable and fees**

|                                  |                                                                                           | <b>Fee Paying</b>              | <b>Free Entitlement</b> |
|----------------------------------|-------------------------------------------------------------------------------------------|--------------------------------|-------------------------|
| <b>Breakfast Club Session</b>    | <b>8am-9am (includes breakfast)</b>                                                       | <b>£7</b>                      | <b>£1.50 for food</b>   |
| <b>Morning Session</b>           | <b>9am-12pm</b>                                                                           | <b>£14.50</b>                  | <b>No charge</b>        |
| <b>Lunch Club Session</b>        | <b>12pm-1pm (includes 2 course hot lunch)</b>                                             | <b>£9</b>                      | <b>£3.50 for food</b>   |
| <b>Afternoon Session</b>         | <b>1pm-4pm</b>                                                                            | <b>£14.50</b>                  | <b>No charge</b>        |
| <b>After School Club Session</b> | <b>4pm-6pm</b><br>NB. After School Club closes at 5:30pm every Tuesday for staff meetings | <b>£12.50</b><br>£10.50 on Tue | <b>£2.50 for food</b>   |

Please note that children aged 3 – 5 years (the term after their 3rd birthday) will be offered free nursery school morning and/or afternoon sessions (at least 15 hours per week, during term time) and this will automatically be deducted from your bill. Those families eligible for an additional 15 hours free entitlement can request to access these during any session (term time only) but a charge for food will be applicable if your child attends breakfast club, lunch club or after school club. During school holidays there are no free morning or afternoon sessions and all sessions are chargeable at the Daycare rate.

## **Contract with Families**

The following terms and conditions apply:

### **Payment**

The parent/carer will agree a contract for their child to attend a set number of sessions a week. On accepting a fee-paying place the parent/carer will be asked for a deposit. Children attending Daycare will pay a deposit of £100 (plus a non-refundable initial administration fee of £15). Children attending extended sessions in the nursery school will pay a deposit equivalent to one-months fees or £50 (plus an administration fee of £15) if fees exceed £50 a month. Siblings/twins will each incur their own deposit and administration fee. If a place has been accepted and the place is then cancelled after 10 working days, the deposit also becomes non-refundable. Once the child ceases to attend the provision, the deposit will be deducted from the final bill (children moving from Daycare provision to Nursery School will receive their deposit on their child leaving Nursery School).

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

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

### **Payment Concessions**

- 10% discount for siblings/twins (given to the eldest sibling/one twin when both attending the provision)
- 10% discount for staff working in the School

### **Late Payments**

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

- Families will be contacted 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.
- Families who pay their fees late on more than 2 occasions will be asked to meet with the Business Manager to explore ways of avoiding further recurrence.
- 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 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.

### **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 Business Manager and a payment plan may then be put in place.

### **Operating Hours**

Boundstone Nursery School is open between 8am and 6pm Monday to Friday (5.30pm on a Tuesday) except for Bank Holidays and a week at Christmas. We also close for up to 5 days during the year for staff training (INSET). You will not be expected to pay for the centre closure week or for any INSET days, however, if public holidays fall on a day your child usually attends you will still be charged.

### **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, 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.

**Adverse weather closures**

If the School has to close due to adverse weather (eg. 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**

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 your child is collected late on a regular basis you will be asked to meet with a member of the Senior Leadership Team to explore possible solutions. **Continued late collection may result in your child’s sessions being removed.** 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 make contact with an authorised adult, the School 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 do not require notice although you will need to put your request in writing (booking form available). Places will depend on availability of sessions.

**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. Your deposit will be held until the final settlement is made. In line with our Admissions policy, any family who decide to remove their child from Daycare will be deemed to also be removing them from Nursery and their child’s name will be removed from the Nursery admissions list. The family can choose to reapply for a place in Nursery at a later date and will then have to follow the standard admissions process.

**Nappies, Wipes, Formula Milk etc**

Families are responsible for providing nappies, formula milk, wipes and any other items for individual children.

**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.

Governing body approved: Summer 2021  
Review Date: Summer 2022

✂ -----  
I / We have read, understood and agreed to the terms and conditions of the Fee Policy from 1<sup>st</sup> September 2021 outlined above.

Child’s Name: \_\_\_\_\_

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

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

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