

Boundstone Nursery School

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Executive Headteacher: Ruth Campbell

Head of School: Kate Wollaston



Effective from 1st September 2022

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.

Fees

Daycare (2 to 3 Years) timetable and fees

Morning Session	8am-1pm (includes breakfast, snack and 2 course hot lunch)	£33
Afternoon Session	1pm-5pm (includes snack and tea)	£28

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

		Fee Paying	Free Entitlement
Breakfast Club Session	8am-9am (includes breakfast)	£7.50	£1.50 for food
Morning Session	9am-12pm	£15	No charge
Lunch Club Session	12pm-1pm (includes 2 course hot lunch)	£9.50	£3.50 for food
Afternoon Session	1pm-4pm	£15	No charge
After School Club Session	4pm-5pm	£8.50	£2.50 for food

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 but a charge for food will be applicable if your child attends breakfast club, lunch club or after school club.

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 1st 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 1st 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 5th 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 10th 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 5pm Monday to Friday except for Bank Holidays 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.

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 using a booking form or via an email to the office. 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 2022

Review Date: Summer 2023

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I / We have read, understood and agreed to the terms and conditions of the Fee Policy from 1st September 2022 outlined above.

Child’s Name: _____

Signed: _____ (parent / carer)

Parent / Carer name: _____

Date: _____