



# *St Mary Magdalene Catholic Primary School*

## **Nursery Charging Policy**

### **1. Introduction**

St Mary Magdalene Nursery sessions run from 8.45 am–11.45 am or 8.45 am–3.15 pm. This provision is free to parents/carers, funded by the government, 15 hours per week. Parents who work are entitled to 30 hours nursery provision per week.

If a parent/carer wishes to top up these hours to a full-time 30 hour place, the following charges for the additional hours will apply.

### **2. Charges**

- 2.1 Where applicable, when a child is 3 years old, parents who are eligible can use their 30 hours Extended Entitlement to fund a full time place.
- 2.2 Where a child is not entitled to Government funding additional hours will be charged at £21.00 per session (am or pm). The first 15 hours are free.
- 2.3 ALL children who stay full days will finish at 3.15pm. There is a ‘Lunch Club’ which runs from 11.45am until 12.15pm. There is a charge of £2.50 per day. This club would be payable in advance and you will be invoiced. We do not charge for half term holidays and we do accept Employment Voucher Schemes. Your child will still require a packed lunch box. Any child collected late will sadly be liable for an additional charge.
- 2.4 Invoices for payment of additional hours, where applicable will be issued monthly.
- 2.5 If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent.)
- 2.6 There will be no charge for days when the school is closed eg. Inset Days, Nursery Induction Days and school holidays.
- 2.7 Parents are asked to contribute £12.00 per term (£36.00 a year) towards Healthy Eating Scheme.

### **4. Payment Arrears and Late Payment**

Any invoices not paid within 2 weeks will result in the child’s additional sessions at Nursery being withdrawn. Late payments will be subject to a late fee of £10.00.

### **5. Monitoring and Review**

This policy is monitored by the governing body, and will be reviewed annually. If you have any queries about Nursery charging, please contact the School Office. There is a separate Charging Policy for the school which is reviewed every two years.