St Mary Magdalene Catholic Primary School

Nursery Charging Policy

1. Introduction

St Mary Magdalene Nursery provides 30 morning places (8.45 am–11.45 am) and 30 afternoon places (12.15 pm–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 £22.50 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 £3.00 per day for this (£15.00 a week, £60 a month). 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 require a packed lunch box. Any child collected late will sadly be liable for an additional charge.

3. Payment Methods

3.1 Invoices for payment of additional hours, where applicable will be issued monthly.

3.2 If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent.)

3.3 There will be no charge for days when the school is closed eg. Inset Days, Nursery Induction Days and school holidays.

3.4 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Any invoices not paid by the invoice due date will result in the child's additional sessions at Nursery being withdrawn.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.