

Nursery and Wraparound Care Payments Policy

Nursery Session Times and Private Fees

Our sessions are term time only. Please see our school website for term dates and inset days.

Morning session:	8.45am to 11.45am (3 hours)	£18.00
Extended morning session:	8.45am to 12.30pm (3 hours 45 minutes)	£22.50
Afternoon Session:	12.30pm to 3.30pm (3 hours)	£18.00
Full day:	8.45am to 3.30pm (6 hours 45 minutes)	£40.50

Wraparound Care

The school runs a breakfast club and after school club within the Ashover Primary School premises, enabling children to be dropped off as early as 7.35am and picked up as late as 6.00pm (5pm on a Friday). Any child from Nursery to Year 6 may use breakfast and after school club. We provide a hot or cold breakfast and snack with a drink at each session. Breakfast is served until 8.25am, children arriving after this time will not be offered breakfast.

We offer short and long after school sessions. All sessions must be paid for in advance on Arbor. Parents won't be able to book Wraparound Care unless they have a credit on their accounts (unless using Childcare Vouchers or Tax Free Childcare).

Parents who are eligible for Childcare Vouchers or Tax Free Childcare can book Wraparound care sessions on Arbor but must ensure balances are cleared at the end of every month. If balances are not cleared you will be unable to continue using Wraparound care until this is cleared.

Breakfast Club	Drop off from 7.35am	£5 per session per child
Aftercare short session	3.30pm to 4.30pm	£5 per session per child
Aftercare long session	3.30pm to 6pm Monday to Thursday	£8 per session per child
	3.30pm to 5pm Friday	£5.50 per session per child

Any cancellations or alterations with less than 24 hours notice will still be charged.

It is the responsibility of parents to cancel any sessions they have booked, if their child will not be attending (i.e. on school trips) If you fail to cancel any sessions within 24 hours notice you will still be charged.

If you child is off sick, you will not be charged for any booked sessions (please contact the school office or bookings@ashover.derbyshire.sch.uk if this is within 24 hours of your booked session).

If you are delayed in collecting your child, please notify us on 01246 591255 between 3pm-6pm (5pm on Friday). This number should be used in emergencies only.

Late to collect charge (Nursery and Wraparound Care)

In exceptional circumstances you might be late in collecting your child at the end of the session. If you are later than 10 minutes or have not notified us by telephone of your lateness a £10 per 15 minutes per child 'late to collect charge' will be administered and can be settled via Arbor. We do not accept payment via Childcare Vouchers for late fees. Future bookings will not be accepted until late to collect fees are paid.

Paying for your childcare

15 hours free childcare (Universal)

All children are entitled to 15 hours of funded childcare **THE TERM AFTER THEY TURN 3**, irrespective of income.

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Parents need to complete a FE1 form, which is sent out with the Nursery pack before your child is due to start at Ashover Primary School. Once this form is completed and returned, Ashover Primary School will claim this funding for the duration of their time at our Nursery.

For example, if your child turns 3 in October, you would need to apply for this funding before the 31st December, the funding would start in January.

15 hours additional childcare (Extended)

Some 3 and 4 year olds will qualify for a further 15 hours of funded childcare (extended funding). This, together with the universal entitlement, is commonly taken as 30 hours a week and is often referred to as "30 hours of free childcare".

This funding can only be used **THE TERM AFTER THEY TURN 3**, but needs applying for before the end of the term before:

End of term dates are: 31st December
 31st March
 31st August

For example, if your child turns 3 in October, you would need to apply for this funding before the 31st December, the funding would start in January.

When you apply, you'll receive a code to give to Ashover Primary School. It's important to remember that codes need to be renewed every three months.

30 hours free childcare (Expanded)

Working parents can apply for 15 hours of funded childcare to start **AS SOON AS THEIR CHILD TURNS 3**. This funding has to be applied for by the end of the term before they turn 3:

End of term dates are: 31st December
 31st March
 31st August

For example, if your child turns 3 in October, you would need to apply for this funding before the 31st August. Your funding would start as soon your child turns 3 and starts nursery in October.

When you apply, you'll receive a code to give to Ashover Primary School. It's important to remember that codes need to be renewed every three months.

Please see the Government website for further information:

<https://www.childcarechoices.gov.uk/>

Both the 15 and 30 hours funding can be used between two nursery settings.

Please email finance@ashover.derbyshire.sch.uk or contact the school office about splitting your funded hours.

Ad Hoc Sessions

From time to time parents request additional ad hoc sessions ie for emergency childcare, school trips that take place on a day that a child doesn't normally attend etc. Parents can pay for this privately, 15 and 30 hours funding cannot be used to pay for these sessions.

Vouchers

We accept childcare vouchers from most providers for both Nursery and Wraparound Care. Parents should contact the school office to get more information about using childcare vouchers.

We do not accept childcare vouchers to pay for Residential trips or school dinners.

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Payments

When your child starts nursery all parents will receive an activation email to access Arbor. This is used by the nursery and school to communicate with parents and for parents to pay nursery fees and various other school charges ie trips, dinners etc.

The school office manage all nursery bookings and will invoice parents for both funded and private sessions. Parents will receive an invoice on Arbor within the first two weeks of each half term. Parents then have two weeks to settle this balance on Arbor.

No other payments methods will be accepted. All payments must be paid on Arbor or via Childcare Vouchers/Tax Free Childcare.

School meals are charged separately. These are listed as a separate payment type on Arbor and are charged daily. If your child is absent you will not be charged for a school meal but you will be charged for the missed nursery session.

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Late payments

The school cannot allow any debts to accrue and parents/carers will be advised that their child can no longer attend with immediate effect if fees due are not paid.

If you are struggling to pay nursery fees, please contact the school office as soon as possible.

Absences

If you child is absent for any reason (i.e. illness, holiday etc) you will still be charged for any nursery sessions they are due to attend, however you won't be charged a school meal.

Nursery places

Prior to a child starting in Nursery, all sessions must be agreed and booked with the school office. If parents wish to change sessions, these need to be agreed with the school office.

The School office will need to see a copy of your child's birth certificate or passport before they are able to start nursery.

If parents have reserved sessions that are to be funded through the 30 hours funding (expanded and Extended) parents MUST provide the office with the eligibility code, National Insurance number and dates of birth of applicants. If parents fail to provide this information, they will be charged privately. If parents fail to make a payment, your sessions may be offered to children on our waiting list.

All parents must complete an FE1 form prior to their child starting nursery so that any funding can be claimed.

Confirmation of Places

The school office will notify parents of confirmed sessions along with a start date ahead of their child starting nursery.

Additional Sessions

We are happy to offer additional sessions if we have them available. Please speak to the school office to check availability.

Waiting list

Our nursery is very popular and it is not always possible to accommodate parent's session requests. Parents can be added to our waiting list, if sessions become available parents will be contacted. Parents can add children to our waiting list at any point.

Snack

We will provide the children with fresh fruit and a drink of milk or water free of charge. Some parents may wish to send their child with water or dilute juice in a bottle for their child. We will also be providing children with a more substantial snack that they will help to prepare in order to develop their independence ie fruit kebab, toast and butter etc. Cash donations from parents would be warmly received, the guide below will help you decide on a suitable donation:

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Number of days your child attends Nursery	Snack price per term
5 days per week	£5
4 days per week	£4
3 days per week	£3
2 days per week	£2
1 days per week	£1

Unforeseen Closure

In the unlikely event of a nursery/school closure due to extreme weather conditions, gas/electric issues or other factors beyond our control, the setting will close and notify parents immediately. School meals will not be charged, however nursery fees will still be payable for the first 7 days.

Nursery Ready

Ahead of starting nursery, we expect all children to be toilet trained unless they have a special educational need or a continence issue. Nursery do not provide nappies, baby wipes etc.

For all other policies and procedures, please see the school website.

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