



CHARGING POLICY FOR EXTENDED SCHOOLS

Funded places

Children are entitled to a funded place for 15 hours per week from the term after their third birthday. Funded sessions are available from 8.30am until 11.30am, and 12.30pm to 3.30pm, Monday to Friday. The nursery is open term-time only, and is closed for teacher training days.

Extended hours 11.30am -12.30pm

Should you wish to extend your child's day, lunch club places can be booked in advance. Lunch club is open to any child in nursery. This can be added onto a morning or afternoon session. We ask that you provide a healthy packed lunch for your child, which includes a sandwich. Please do not bring any sweets, glass bottles, chocolate or fizzy drinks. A school hot meals can be order at a cost of £2.30.

Full Day Option

We also offer an option for a full day session, which runs from 11.30am to 3.30pm, you will need to provide a packed lunch for these sessions or purchase a school hot dinner for your child.

Times

Morning sessions	8.30am – 11.30am
Lunch Club	11.30am – 12.30pm
Afternoon sessions	12.30pm – 3.30pm
Full Days	11.30am – 3.30pm

Additional sessions and costs

If you would like to book extra sessions/days outside of your funded hours, we will charge £10 for a 3 and 4 year old session and £3.50 for lunch club. These will be allocated on a first come first served basis, and must be arranged in advance. If you would like to increase your sessions, this will be subject to availability of spaces and adequate staffing levels.

Parents will only be invoiced for those sessions not covered by the free nursery entitlement.

For example, parents of a 3 or 4 year old eligible for funding attending 5 morning sessions of 3 hours per week term time of 38 weeks would not make any payment, provided that the nursery entitlement is not being claimed for session at any other providers.

Notice of increase in fees

If we need to increase prices, we will give notice of one month.

Vouchers

We are able to accept Busybee and Edenred childcare vouchers. Please speak to the school office for more information.

Booking

Please fill in the Booking Form provided or speak to the School Office.

Payment terms

Payment can be made weekly, monthly or termly, please contact the school office for your preferred option. All outstanding payments must be settled within 1 week of invoicing. Late payments will incur an additional fee of 5% and your child's chargeable sessions at the nursery may be terminated. Cheques must be made payable to Corvus Education Trust. Cheques or cash must be paid into the school office or the Extended School Manager.

Collection Arrangements and Late Charges

Please always let the Nursery know who will be collecting your child. The Nursery reserves the right to impose charges for late collection of children up to £3.50 for every 15 minutes, to cover the additional staff costs incurred.

Voluntary contributions

These are requested to cover the cost of snack, trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received.

Cancellation policy/illness

At present, as the extended schools available places are not filled you will not be charged for booked spaces as long as 24 hours' notice has been given, however Corvus Education Trust retains the right to change this should this situation change. Notice of any intention to change this will be advised to parents as soon as possible. You do not have to pay for funded places if your child does not attend, as the funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform the teacher of any absence. Persistent absence with no plausible explanation may result in a funded place being withdrawn.

Unavoidable closure of school

Should school be closed for reasons beyond control, you will not be charged for the sessions affected.

Notice period

We ask that parents give as much notice as possible, with the minimum being one month.

Late payment fees/debt collection policy

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to Corvus Education Trust solicitors for recovery.

Examples of how to fill in the Booking Form

Using ONLY funded hours

Example: 2 full days, Mon-Tues and Wed Morning session

SESSION	TIME	HRS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Morning Session	8.30-11.30pm	3			<input type="checkbox"/>			
Afternoon Session	12.30-3.30pm	3						
Lunch	11.30-12.30pm	1						
Full Day	9.00-3.00pm	6	<input type="checkbox"/>	<input type="checkbox"/>				
Full Day	8.30-3.30pm	7						

Using funded hours plus additional sessions

Example: Morning Session Mon-Fri, including lunch club

Additional 5 hours chargeable session = £20

SESSION	TIME	HRS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Morning Session	8.30-11.30pm	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Afternoon Session	12.30-3.30pm	3						
Lunch	11.30-12.30pm	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Full Day	9.00-3.00pm	6						
Full Day	8.30-3.30pm	7						

Please speak to the School Office if you need help completing the Booking Form.