



# **Little Deers Fees and Nursery Education Grants Fees and Nursery Grants Policy**

Reviewed March 2018  
(Next review March 2021)

## Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

## Procedures

The Pre-School Manager has the current details of rates. Fees are not charged for In-Service days or holidays.

There are 3 terms; they fall roughly as September to December, January to April and May to July.

## Notice of changes

A half term **(6 weeks) notice is required** if your child is leaving nursery. If less notice is given, we still require payment for the notice period and/or nursery grants claimed. A half terms notice is also required if a child is to **reduce** hours. If less notice is given, we still require payment for the notice period and/or nursery grants claimed. Increasing hours will be at the discretion of management.

## Invoices

Fees will be invoiced each term via email. Payment is to be made by the due date on Parent Pay. These invoices will cover the child's regular hours, snacks and ingredients used in the children's cooking programme. **Fees will be charged from the date of the first Induction Session.**

## Nursery Grants

Parents can apply for Nursery education grants to give their child up to **15 free hours** of nursery education a week at preschools. From September 2018 Pre-school will provide free sessions (government funded) **each of the three days it is open**. Nursery grants will be automatically applied to your child in the term **AFTER** they are 3 years old. If your child attends more than two settings the County Council will allocate the free 15 hours according to their rules. This allocation will be indicated on your invoice.

The Pre-School (nursery) grant will be used to give children their entitled free hours. Pre-School will not take the amount off of your child's invoice total, but will actually allocate the free hours and then charge at the fee rate for the rest of the hours not covered under the free entitlement.

## Fees unpaid and arrears

**Any fees not paid by the set payment date will have a £5 late payment fee.** We hope you will appreciate that we are unable to allow fees to slip into arrears. Failure to pay the fees on time may result in the loss of your child's place. If fees are outstanding, and if no payment is made within 7 days, the nursery will refuse the entry of that child to Pre-School and will seek to recover unpaid fees.

## Fees during Absence

If your child is absent from the nursery during term time due to sickness or holiday the full fee must be paid for the place. Under exceptional circumstances arrangements will be made to reduce fees to a holding amount only.

## Pre-School Holidays and Closures

We are open for 38 weeks per year. The holidays are fixed and fall within the local school holidays at Christmas, Easter, and Whitsun and Summer. In extreme circumstances nurseries may be closed at short notice due to floods, staff shortages, failure of services, natural disasters, snow or adverse weather conditions, etc; fees will **not** be refunded in these circumstances (see Emergency Closure Procedures).

The Pre-School aims to stay open for all advertised session times but may be forced to close due to the following reasons.

- Certain weather conditions such as snow, flooding or exceptional high wind, where it may be unsafe or impossible for staff and children to use or access the Nursery school building.
- Fire
- Man made phenomena
- The Consultant for Communicable Disease Control may close the Nursery school to limit the spread of certain diseases or Pandemics of threat of.
- Acts of terrorism or War
- Staff illness. (Where no staff are able to attend)
- The LEA or DFEE/government may recommend closure or close the Nursery school due to any of the above or other disaster procedures.

### **Procedure**

- If the Nursery school is unable to open you will be informed by email (before 8am) in the morning before the session starts. .
- If the School (Deerhurst and Apperley Primary School) is closed due to adverse weather conditions or other emergency reasons then the Pre-School will be closed too due to site restrictions. [ww3.gloucestershire.gov.uk/closedschools](http://ww3.gloucestershire.gov.uk/closedschools) for closure information
- If the Nursery is closed due to any of the circumstances such as above then fees will not be refunded.

### **Legal framework**

- The nursery will follow any government procedures that are issued due to disaster or pandemic responses.

### **When can my child get funded nursery education?**

Children in Gloucestershire qualify for funded nursery education in the term after their third birthday. The point at which your child qualifies depends on the date of their birthday, but this could be up to five months after their third birthday. Your childcare or nursery education provider will be able to tell you when your child qualifies. Your child will be able to have up to fifteen hours each week during school term times. The amount of nursery education that is funded changes from time to time. Your childcare or nursery education provider will be able to tell you what is currently available.

### **How do I claim the funding?**

Claiming the funding is simple. Your childcare or nursery education provider will be able to tell you when your child qualifies and what you need to do. The funding will be paid directly to your childcare or nursery education provider.

### **Next steps and more information...**

Your childcare provider will be able to tell you when your child qualifies for Nursery Education Funding. The County Council's Family Information Service can tell you more about nursery education funding. They can also help you find a registered childcare or nursery education provider. Phone 0800 542 02 02 or email: [familyinfo@gloucestershire.gov.uk](mailto:familyinfo@gloucestershire.gov.uk).

You can also search for childcare and nursery education providers through the [Family Information Service](#) website.

Governor reviewed March 2018 at Full Governing Body Meeting.

Signed: Head teacher Mrs J Neveu Date:

Signed: Chair of Governors Mr Aaron Mulligan Date: