



## The Orchard Nursery Payment Policy



### **Nursery Fee Structure:**

Up to 570 hours per annum or 1140 hours per annum will be free at the Orchard Nursery dependent upon eligibility. Additional services may be charged as detailed below unless parents or carers opt to include them in the free hour's entitlement. The Orchard Nursery and The Hub jointly provide nursery and childcare and they are jointly open for 50 weeks per year.

| <b>Additional Paid Service</b>                                                                     | <b>Cost (£)</b> |
|----------------------------------------------------------------------------------------------------|-----------------|
| Breakfast Club 7.30-8.00 3 years and above<br>(If using funding from 8am and arrive before 8.00am) | 1.00            |
| Early Drop off for 2 year olds form 8.00am                                                         | 6.00            |
| Breakfast Club 7.30-9.00                                                                           | 4.55            |
| 3 hour Child Care (am or pm) 3 years/2years                                                        | 18.00/19.50     |
| After School Hub 15.00-16.00 (3 years and above)                                                   | 6.75            |
| After School Hub 15.00-18.00 (3 years and above)                                                   | 9.05            |
| Holiday Hub (am or pm with lunch included)                                                         | 16.00           |
| Holiday Hub (full day with lunch included)                                                         | 25.00           |

Charges change from 2-year-old prices to 3-year-old prices the term after your child's 3rd birthday.

All charges are subject to annual review and any increases will take effect from 1<sup>st</sup> September in any year.

\* Hot lunches can be provided at a charge of £2.90 a day in addition to the service above. The price of hot lunches is reviewed annually.

### **Payment Terms**

All additional payments must be paid in advance of attendance preferably at the beginning of each half term. All payments will be set up on the school parent pay system, and you will be provided with login details, the school office will advise you on this. If payment has not been received by the week prior to the next week of attendance then the school reserves the right to not accept the child into the nursery for the additional hours until payment is settled. All additional places must be paid for regardless of attendance.

### **Payment for Holidays**

There will be no reduction for holidays taken in term time and fees are non-refundable.

### **Sickness**

The parent or carer should keep the child at home if they are too unwell to attend the nursery. If the child has vomited or has diarrhoea they should be kept at home for 48 hours after the last bout. The parent or carer must inform the nursery if the child will be unable to attend. Fees will still be charged as we still have to pay our costs, including staffing.

### **Late Collection of a Child**

If a parent or carer is going to be late picking up a child it is vital to let us know absolutely as soon as possible. We understand that sometimes circumstances mean that this will happen as parents and carers may be delayed but it can be really distressing for a small child to be left, even for five minutes, after the other children have gone home. They become anxious that they have been forgotten or that something has happened to the person that collects them. We are happy to support in the occasional event of being late to pick up a child, however if this has not been agreed or is a regular occurrence, children will be taken to the After School Hub and the equivalent of the first hour in the hub will be charged as detailed above.

**Notice Period**

If the parent or carer wishes to withdraw the child from the nursery a minimum of four weeks' notice in writing must be sent to the Nursery Administrator. Fees or charges incurred for extra services provided in the period of notice will be due before the child leaves. Whilst we aim to be flexible with requests to change sessions and understand that circumstances sometimes change between the time of booking and the beginning of term, the period when changes will be possible is limited to 10 days after the start of term.

Name of Child: \_\_\_\_\_

Name of Parent or Carer: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you would like to view the school privacy notice please follow the link:

<https://www.shiphay.com/shiphay-learning-academy-privacy-notice/>