

Chase Lane Primary School & Nursery Unit

NURSERY CHARGING POLICY



Updated
Main Author
Agreed by F & GP
Ratified by FGB
Next Review

April 2019
Julie Field
April 2019
May 2019
April 2020

Nursery Charging Policy

Inclusion:

Entitlement to Nursery Education:

Chase Lane Nursery offers up to 15 full time places. 3 year old children are entitled from 1/9/17 to 30 hours fully funded provision in line with the new Government guidelines. Proof of your entitlement will be required and any changes to your circumstances should be given to the manager immediately.

Chase Lane Nursery Admissions Policy:

The responsibility for determining the admission for nursery age children has been delegated to the Governing Body of Chase Lane Primary School & Nursery Unit. The Governing Body has delegated this responsibility to the Head Teacher and Nursery Manager.

Parents can register their interest in a place with the Nursery Manager or School Office.

Please note that this does not guarantee a place will be offered to your child / children.

The nursery has provision for 15 full time places and 75-part time places (90 places in total).

Funded full time places are available based on the admission criteria below.

Any additional hours required can be purchased at a rate of £5.00 per hour if there is availability and must be agreed in advance with the manager. All fees are to be paid via ParentPay within 7 days of the invoice date.

Admission Criteria:

- 1: Staff Children
- 2: Looked After Children of London Borough of Waltham Forest
- 3: Siblings of Chase Lane Primary School (as per London Borough of Waltham Forest current criteria)
- 4: Order of age (oldest first)

Please note that the following do not influence your chances of being allocated a place at Chase Lane Nursery:

The total length of time you have lived in the catchment area

The length of time that you have been registered on our waiting list

Once your child has been granted a nursery place here at Chase Lane, the place will be theirs until the day they leave.

However, if your child / children do not attend regularly, the place may be removed and offered to the next child who qualifies under our admissions criteria.

If your child is offered a place, you will receive notification via letter to your home address. The place will not be secure until we have received confirmation by the deadline given on the original letter.

A place in Chase Lane Nursery does not guarantee a place in the reception class at Chase Lane Primary School. An application will have to be made to London Borough of Waltham Forest and they will determine the allocation of places dependent on the borough's admission policy.

A day in our Nursery

The Nursery day starts at 8.55am and we offer 2 sessions.

Lunch will be at 11.45am – 12.45pm and there will be no charge for this session.

Please provide a packed lunch for your child / children.

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|--------------------------|-------------------------|--------------------------|--------------------------|
| <i>Monday - Thursday</i> | <i>8.55am – 15.25pm</i> | <i>6 ½ hours per day</i> | <i>26 hours per week</i> |
| <i>Friday</i> | <i>8.55am – 12.55pm</i> | <i>4 hours per day</i> | <i>4 hours per week</i> |

Total of 30 funded hours per week.

Sessions can be allocated across the week dependant on parental requirement.

Please specify your own personal requirements at the time of acceptance of your place.

Additional sessions and extended provision charges:

Additional sessions may become available dependent on availability and a charge will be made via invoice in advance of any sessions taken at the agreed hourly rate.

Parents will be charged for any extended childcare that is given in the event of late collection of your child / children at the hourly rate of £5.00.

If your child / children are collected late by 15 minutes or more, this will be considered a late collection and a charge will be applied.

Fees are set annually by the Governing Body in July.

All fees due must be paid promptly. Please make cheques payable to Chase Lane Primary School or via ParentPay.

Child care vouchers:

Chase Lane Nursery accepts child care vouchers. Please speak to the School Business Manager if you wish to pay for additional sessions with Childcare Vouchers.

Children's Trips:

The Nursery may occasionally take the children on a trip to a local attraction or the shops.

If there is a cost implication for the trip, a request may be made for a voluntary contribution via letter.

Pupil Premium for 3 – 4 Year olds.

Your child / children may be entitled to receive additional funding to aid their early education. If you think you may be entitled to claim this additional funding, please complete the attached form and return to the Nursery Manager.

This policy is reviewed every year or earlier if necessary.

Reviewed April 2019

Head Teacher – C Jeffery