

## Admission and fees policy

Adopted: Summer 2023    Next review: annually, unless any changes are required prior to this

**St James' Nursery is a Local Authority nursery which is part of St James' CE Primary School. It offers education and care for children from 3 years old until they start in school, in a quality, safe and stimulating environment. Parents are able to use their Early Years Entitlement (EYE) of 15 hours a week for their child at the setting if they are entitled to funding or 30 hours funding for some working families.**

### Admissions

Application for a place in nursery needs to be made by completing an application form which is available from the school office or nursery.

### Eligibility

St James' Nursery admits children from the term after their third birthday.

Children will be eligible for the Early Years Entitlement (15 hours per week) the term after their third birthday. For example, if a child is 3 in October he/she can claim funding after the Christmas holiday.

Some parents may be entitled to 30 hours free funding for children who are three from the term after their third birthday. You will need to visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if you are eligible. **See below for more details.**

The nursery is open to all children in the Wetherby area. Each applicant will be considered for a place as detailed below.

### Allocation of places

Where there are fewer applicants than places available, all applicants will be offered a place.

Where there are more applicants than places available, we will offer places to children in the following order of priority:

- Children with older brothers or sisters who will be at St James' CE Primary School at the start of the academic year and are living at the same address.
- Date of birth (starting with eldest first)
- Children living nearest to the school, measured in a straight line.
- Those parents who will be claiming at least the full 15 hours free entitlement.

Once the nursery is full, a waiting list will be in operation.

Parent preferences for sessions will be taken into consideration. However, it is not always possible to meet these preferences.

Acceptance of a place will be made in writing detailing their start date and 'stay and play' session date. If a child fails to attend within 5 days of their start date and no reason is given then the offer of a place may be withdrawn and the place allocated to another child.

Parents/carers will need to carry out the following steps prior to a confirmed start date being given:

- complete the admission and health form
- read and sign the fees policy
- provide a copy of your child's birth certificate/passport or EU ID card
- complete and sign the parent declaration form
- complete and sign the parent contract/hours form
- provide confirmation of funding for 30 hours (if applicable).

## Settling in

The nursery will arrange a home visit, 'stay and play' sessions for your child prior to their start date and a gradual transition/settling in period into nursery. The nursery will charge for full sessions once your child starts their first full day in nursery.

## Allocated hours and sessions

Nursery session times are:

Morning: Monday to Friday, 9.00am to 12.00pm (3 hours)

Full day: Monday to Friday, 9.00am to 3.00pm (6 hours)

You have the option for your child to bring a packed lunch or you can pay for a cooked school meal.

There are 3 options for our nursery sessions:

	Options	Timings	Additional services charge
1	<b>Mornings</b>	Monday to Friday, 9.00am to 12.00am	<b>No charge</b>
2	<b>Beginning of week</b>	Monday, 9.00am to 3.00pm Tuesday, 9.00am to 3.00pm Wednesday, 9.00am to 12.00am	<b>No charge (packed lunch required)</b> If children require a hot meal, there is an additional cost of £2.20 per day
3	<b>30 hour offer</b>	Monday to Friday, 9.00am to 3.00pm	<b>No charge (packed lunch required).</b> If children require a hot meal, there is an additional cost of £2.20 per day
5	<b>additional extra hours (3-hour minimum session)</b> For parents / carers who are not entitled to 30 hours funded provision but wish to access more than 15 hours.	Places are limited and may not be available every term.  Individual requirements can be discussed with staff.	<b>£6.00 per hour</b>

Parents will be asked for their preference for sessions before they start nursery. These will be allocated on a 'first-come-first-served' basis so a prompt reply is advised.

## Early Years Entitlement Funding

- We are in receipt of Early Years Entitlement funding (EYE) for three and four year olds; this will be available from the term after your child's third birthday.
- All fees charged relate to those hours not funded by the EYE funding. Should a session last longer than the EYE funding available, parents/carers will be required to pay for that part of the session that exceeds the EYE funding.
- Your child is entitled to 15 free hours per week for 38 weeks under the Early Years Entitlement funding. Once these hours have been used, any additional hours will be chargeable unless you are entitled to 30 hours funding.

## 30 hour entitlement for working parents

Parents who earn around £120 per week (equivalent to 16 hours at minimum wage) or more, may be entitled to claim an additional 15 hours of funded child care. Scholes (Elmet) Nursery will be offering places for parents wishing to take up these additional funded hours.

In order to see whether you qualify for these additional hours [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or speak to the school office.

If approved you will be given a 30 hour code. Please bring this to the school office along with your National Insurance number. Parents will need to complete a form of consent so that a validation check can be completed. If successful your child will be allocated a 30 hour place (provided one is available) and you will be advised of the expiry date of the 30 hour funding.

It is the parent's responsibility to inform the school if you are no longer entitled to 30 hours (i.e. if you stop working or reduce your hours). You will then enter a 'grace period' by the end of which your child will no longer be able to take up more than their 15 hours 'basic entitlement' or you will be required to pay for additional hours.

Please note that it is the parent's responsibility to renew the 30 funding online before the expiry date. Once renewed you must advise the school office in order that a validation re-check may be completed before the expiry date. Failure to do so will mean that either your child's entitlement to a funded place is reduced to 15 hours per week or you will be charged for the additional hours.

## Fee paying

### Additional hours, billing and invoicing

Additional hours are available through the school offer (see table above).

The cost per hour is £6.00 for all age groups attending Nursery. Invoices are sent to every parent/carer on a half-termly basis in advance and must be paid by the date stated on the invoice.

Ideally, payment is to be made by credit/debit card on the School Gateway app.

If electronic payment is not possible, cheques should be made payable to **Leeds City Council**. If you are paying in cash please have the correct money as **we cannot give change**. Please pay a member of staff in the school office **in a named envelope**. This will be recorded and a receipt issued. We cannot accept loose money.

We require at least **four weeks' notice** to process changes to your hours. Please ask in Nursery. Your request will then be processed and if there is availability a confirmation letter will be given to you confirming the start date of the amended hours and any charges.

All hours other than hours your child is entitled to for free must be paid for even if your child misses nursery due to illness, a day trip holiday etc those hours must still be paid for, as the nursery is keeping his/her place open.

In case of continuing illness, please consult the nursery teacher as soon as possible. They will then consult the Head of School and charges will be at their discretion.

## For any parents/carers failing to pay by the due date the following procedure will apply:

### Late/non payment of fees

For any problems concerning the payment of your invoice, please talk to the nursery teacher or the school office as soon as possible. All information will remain confidential.

A late payment fee of £1.50 per working day will be applied from the date fees are overdue. If fees remain unpaid after 7 days from the due date then your child's additional hours will be terminated and they will only be able to access the EYE 15 funded hours.

We may pursue the debt using Local Authority procedures.

Fees will be charged from the start date provided by the nursery.

### Working Tax Credit

If you receive the childcare element of working tax credit you may be able to get help towards the cost of childcare. For further details contact the Tax Credits Helpline on 0845 300 3900 or visit H.M Revenue and Customs (H.M.R.C) website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

If you wish to claim for help towards childcare costs you may be asked to provide evidence to the HMRC. It is therefore essential that you retain your invoices/receipts for the nursery fees you pay. If you require duplicates an administration fee may be charged.

### Termination of the contract by the setting

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one months' notice in writing will be given.

If your child has been absent from the nursery for more than 4 weeks we will no longer be able to claim funding for your child's place and we will therefore terminate their place. It will be allocated to another child from the waiting list. In the event that your child has a long term illness that prevents them from attending the nursery it is essential that we are kept fully informed on a weekly basis in order to prevent their place from being terminated.

### Termination of the contract by the parent / carer

Four weeks written notice must be given to the setting to terminate a child's place. If written notice is not received, four weeks fees will be charged and we will claim 4 weeks EYE funding at 15 hours per week.

### Late collection of your child at the end of the nursery session

If you do not pick up your child on time at the end of the session a late collection fee may be required. The charge for late collection at the end of the nursery session will be £2 per quarter of an hour.

### Bank Holidays

We will claim for bank holidays as part of the Early Years Entitlement hours.

### Training days

We will not claim for school training days as these are outside the 38 weeks of the year.

### Closure for Emergency

In the event of the nursery having to close due to an emergency e.g. bad weather, we will claim for the EYE hours that you would normally have attended. We will refund any extra hour fees that have been paid on your next half-termly invoice.

### Exclusion

In the event of your child being excluded we will still claim the normal 15 hours per week and fees will still be payable for the time of the exclusion as your child will be holding a place.

### Attendance at another setting

When completing the nursery admission form, it is essential that you advise us if your child attends another nursery, playgroup or childminder.

### Parent / carer declaration

**Declaration** I (parent / carer name) ..... confirm that I understand and agree to the conditions set out in this document.

Parent / carer with legal responsibility		Childcare provider	
Signed		Signed	
Print name		Print name	
Date		Date	

Child's name .....