



NURSERY REGISTRATION & CHARGING POLICY

DATE OF LAST REVIEW :

July 2021

REVIEWED BY :

Governing Body / Executive Head
Teacher

DATE OF NEXT REVIEW :

July 2022

NAME OF POLICY

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BOOKING AND REGISTRATION

In order to enrol for our nursery, a Registration Form must be completed for each child. These are available from either School Office : admin@gorseride-inf.wokingham.sch.uk or the school website at : www.gorserideschools.co.uk

These forms, once completed, should be returned to the Infant School office for the attention of Mrs Booth, this can be done in person or via the admin email address above.

If places are available immediately an offer will be made. Should places not be available at the time of the booking request, for some or all of the requested sessions, the child(ren) will be placed on a waiting list if requested (see Admissions Policy).

FUNDED SESSIONS

15 hours universal funded childcare for three and four-year-olds

All three and four-year-olds in England are entitled to 15 hours free childcare or early education a week in term time (the universal entitlement). This can start from the term after your child's third birthday.

Gorse Ride Nursery offer the following sessions :

Option 1a : 5 morning sessions <ul style="list-style-type: none">• 5 morning sessions from 8.45am to 11.45 am	Option 1b : 5 morning sessions with lunch club* <ul style="list-style-type: none">• 5 morning sessions from 8.45am to 12.15 pm	Option 2a : 5 afternoon sessions <ul style="list-style-type: none">• 5 afternoon sessions from 12.20 pm to 3.20 pm	Option 2b : 5 afternoon sessions with lunch club* <ul style="list-style-type: none">• 5 afternoon sessions from 11.45 am to 3.20 pm
Option 3a : 2½ days (Mon-Wed) <ul style="list-style-type: none">• Monday full day 8.45 am to 11.45am and 12.20 pm to 3.20pm• Tuesday full day 8.45 am to 11.45am and 12.20 pm to 3.20pm• Wednesday half day 8.45 am to 11.45am	Option 3b : 2½ days (Mon-Wed) with lunch club* <ul style="list-style-type: none">• Monday full day 8.45 am to 3.20pm• Tuesday full day 8.45 am to 3.20pm• Wednesday half day 8.45 am to 12.15 pm	Option 4a : 2½ days (Wed-Fri) <ul style="list-style-type: none">• Wednesday half day 12.20 pm to 3.20 pm• Thursday full day 8.45 am to 11.45am and 12.20 pm to 3.20pm• Friday full day 8.45 am to 11.45am and 12.20 pm to 3.20pm	Option 4b : 2½ days (Wed-Fri) with lunch club* <ul style="list-style-type: none">• Wednesday half day 11.45am to 3.20 pm• Thursday full day 8.45 am to 3.20pm• Friday full day 8.45 am to 3.20pm

* fees apply

30 hours funded childcare for three and four-year-olds

Three-and-four-year-olds in England with working parents can receive 30 hours free childcare or early education a week (extended entitlement).

To qualify for 30 hours of funded childcare, parents must earn a minimum of 16 hours per week at the national living or national minimum wage (£142.56/ week in the 2021/22 tax year), and less than £100,000 a year.

This applies to both parents in a couple – so, a couple each earning £99,999 would still get the extended 30-hour allowance. But, if one parent doesn't work, your child would only get 15 funded childcare hours. If you or your partner have an ‘adjusted net income’ over £100,000 in the current tax year you will not be eligible. Paid work includes maternity, paternity, shared parental, adoption and sick leave.

You can apply online from gov.uk website for the extra 15 hours (known as 30 hours childcare).

If approved, you'll get a childcare account and an eligibility code for 30 hours funded childcare. Give the code in your childcare account to your childcare provider along with your National Insurance number and your child's date of birth. You'll get the extra hours once the next term starts.

You must confirm your details are up to date every three months or your code will expire.

The government has stated 30 hours funded childcare is not intended to cover the costs of meals, other consumables, additional hours or additional services.

You can get 30 hours funded childcare at the same time as claiming Universal Credit, child tax credits, childcare vouchers or Tax-Free Childcare. There's one application for 30 hours funded childcare and Tax-Free Childcare. As part of their application, parents will find out if they can get both.

Gorse Ride Nursery offer the following sessions :

Option 5a : 5 full day sessions <ul style="list-style-type: none">• 5 morning sessions from 8.45am to 11.45 am• 5 afternoon sessions from 12.20 pm to 3.20 pm	Option 5b : 5 full day sessions with lunch club* <ul style="list-style-type: none">• 5 full day sessions from 8.45am to 3.20 pm
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* fees apply

FEES AND PAYMENT

We offer both half day and full day sessions and therefore we are able to accommodate families that are eligible for both 15 hour and 30 hour funded sessions and families who are eligible for 15 hour funded sessions but wish to pay for additional sessions. There is a break from 11.45 am to 12.20 pm daily for lunch club. This is optional and please note that there will be a small fee of £3 per session for attending lunch club. If you do not wish your child to attend lunch club you will be required to collect your child at 11.45am and return them for the afternoon session at 12.20 pm if applicable. If you decide to sign your child up for the lunch club you must commit for half a term as a minimum. If your child is unwell or unable to attend the session you will still have to pay for the missed lunch club session.

Funded sessions will be available from the term after your child’s 3rd birthday. Unfunded sessions payable from the parent may be offered from the child’s 3rd birthday subject availability. We are able to offer chargeable additional sessions subject to availability. These additional sessions cost £15 for either a morning or afternoon session (all day £30) excluding lunch club fees. Once booked, sessions are invoiced termly in advance. Payments must be made in advance, termly online via SCOPAY or by BACS or childcare vouchers (details on invoice). Session fees are non refundable and therefore if your child is unwell or unable to attend the sessions, no refund will be issued.

Fees will be reviewed annually by the School Governors and any adjustments will be notified in the Summer Term with the adjustment effective at the beginning of the following academic year. Parents / carers will be provided with a minimum of half a terms notice, by letter, detailing any change to fees.

In the event of whole school closure, 50% of fees will be refunded to your account for the duration of closure. In the event that the authority makes the decision to close the nursery unit due to high levels of Covid cases, 100% of fees will be refunded to your account for the period of closure (this applies to fees for lunch club or additional sessions only and does not include the 15/30 hour funded sessions).

LATE/NON PAYMENT OF FEES

If a child's fees have not been paid within 7 days of receiving the invoice, and a childcare voucher or other payment schedule has not been agreed, a reminder will be issued to the parent/carer. If the amount is outstanding within 14 days from the invoice being issued a late payment charge of £10 will be imposed. If the amount (including the late payment charge) is still outstanding 21 days after the issue of the invoice, a cancellation of registration letter will be issued and the place will then be offered to a child on the waiting list.

Staff will not enter into any negotiation with parents about fees; any request for special terms, etc will be referred to the School Governors.

The school reserves the right to refuse additional sessions if there is outstanding debt owing to the school.

ATTENDANCE / CANCELLATIONS

Notice of leaving the nursery must be supplied **half termly** in advance, in writing, by a parent/guardian to confirm intention to cease using the nursery.

If any child/children are unable to attend sessions parents/carers should inform the school office. This is to ensure the nursery staff has an up to date record of the number of children they are expected to have.

Session fees are non-refundable however in the event of school closure a 50% refund will be offered to all users.

WITHDRAWAL OF PLACE

The school reserves the right to withdraw the use of this facility in the following circumstances:

- Should the parents/users contravene any of the conditions contained in the nursery Terms and Conditions after sufficient notice has been served. Sufficient notice constitutes one verbal notification and one written notification.
- Non-payment of fees.

In such circumstances refund of fees will not be possible.

TAX-FREE CHILDCARE

Tax-free Childcare was launched by the government to replace childcare vouchers across the UK. It is available in England, Wales, Scotland and Northern Ireland. The government estimates parents can benefit by £800 a year from tax-free childcare.

The government tops-up the money you pay into the childcare account. For every £8 you pay in the government will add an extra £2, up to £2,000 per child per year (up to £4,000 per child if disabled).

Tax-free Childcare gives working parents a 20 per cent discount on childcare costs up to a maximum of £2,000 a year per child.

To be eligible for the scheme, you must be working parents (including self-employed) of a child under 12 (or under 17 if disabled). The scheme requires both parents to be working and earning at least £140 a week. Working parents must together earn between £6,830.72 and £100,000 a year. They must earn less than £100,000 per parent.

The scheme requires parents to set up special government online accounts, make regular payments and confirm eligibility every 90 days.

UNIVERSAL CREDIT

Working families with children under 17 can claim Universal Credit in England, Wales, Scotland and Northern Ireland. Universal credit replaces working tax credit and child tax credit. If you receive either of these two benefits, you cannot claim for Universal credit at the same time.

For the 2021/22 tax year, families can claim back up to 85 per cent of their eligible childcare costs up to a cap under Universal Credit but they have to cover the upfront costs first and then apply for a reimbursement. Parents in work on Universal Credit with one child can claim up to £646.35 per month for childcare costs and up to £1,108.40 if they have two or more children.

You need to apply for Universal Credit online. You must include details of how much you pay for childcare.

Universal Credit is paid once a month, usually into your bank or building society.