

Horizon Nursery Charging Policy



*Updated: March 2020
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NURSERY CHARGING POLICY

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Section 1 General Policy Statement

Horizon Community College is responsible for the management and operation of a nursery. The nursery is financially independent of the college and is supported in terms of educational provision by the HCAT Trust.

Horizon Nursery provides early years' provision for children aged 0 to 5 as well as before and after school provision for children aged up to 11.

Horizon Nursery must be clear about the charges levied for activities and the facilities it provides.

The Governing Body will agree a policy that ensures it fulfils its statutory responsibilities in respect of charging for Nursery activities and facilities.

The purpose of this policy is to set out the charges levied for activities and facilities provided by the Nursery as requested from parents/carers.

This policy will be reviewed on an annual basis and ratified by the full governing body.

Signed _____
(Principal / Nursery Representative)

Date: _____

Signed: _____
(Chairperson of the Governing Body)

Date: _____

Section 2 Statement of Charging Policy

Charges are reviewed by the Nursery Committee on an annual basis in line with other local providers. Proposed changes to the charges need approval by the Nursery Committee before being implemented (usually at the Spring Meeting).

In agreeing to amend charges the Nursery Committee will take account of the costs of providing the service, facilities management charges and market forces, but must always ensure that the Nursery has a positive budget as it is not subsidised by school funds.

Current charges for provision are based on the age of the child and are displayed on the Nursery website. Funded places for children aged 2, 3 and 4 are also offered.

Education

The Nursery Committee and the College Governing Body recognises that no charge can be made for: -

- a financial contribution as part of the admission to nursery process
- education provided during nursery hours (including the supply of any materials, books, instruments or other equipment)

The Nursery **can** make a charge for the following: -

- Lunch for funded children who attend for less than 6 hours per day
- Provision of care for children under the age of 2
- Provision of care for children 2 to 3 years of age
- Provision of care for children 3 to 5 years of age
- Provision for school children during school holidays
- Provision of care for children before and after school up to the age of 11

Section 3 Duties

3.1 The Governing Body

The Governing Body is responsible for ensuring that the declared statement of charging is effective in achieving, so far as is reasonably practicable, that charging for activities etc. is carried out in line with this policy and the operational procedures prescribed by the Nursery.

The Governing Body will be responsible for monitoring the Nursery's arrangements for charging will have due regard to any advice and guidance issued by the Local Authority in relation to charging.

The Governing Body will be responsible for reviewing and approving the policy on an annual basis.

3.2 The Executive Principal/Principal

The Executive Principal/Principal will have in place systems, procedures and appropriate staffing to ensure that charging is carried out in accordance with the policy.

3.3 Associate Principals/Vice Principals

The Associate Principals and Vice Principals will undertake all responsibilities as detailed above in the absence of the Executive Principal/Principal.

3.4 Nursery Manager

The Nursery Manager will be responsible for the day to day management of the Nursery including administering the charging system.

The Nursery Manager will review the charges with the Assistant Principal – Director of HR and the Director of Finance and recommend changes to the Nursery Committee for approval.

3.5 All staff

All staff should be aware of and follow the Charging Policy when arranging activities for children as an additional experience. Staff should discuss any financial implications with the Nursery Manager during the planning stages of the activity.

Section 4 Arrangements for Charging and Payments

4.1 Payments

Nursery fees are due on the first day of each month and are payable in advance.

All absences due to sickness are payable at the full rate.

All absences due to holidays are payable at half rate providing 4 weeks' notice is given in writing. If less than 4 weeks' notice is given, then full rates are payable.

If a place is no longer needed or the number of sessions the child attends is to be reduced, 4 weeks' notice in writing is required.

4.2 Optional Extras

The Legislation allows nurseries to charge for some activities that are known as 'optional extras'.

Optional extras with external staff could include: -

- Dance lessons
- Basic French
- Sign Language

Participation in any optional extra activity will be parental choice and an acceptance to meet the charges. Parental agreement is, therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

Section 5 Nursery Charges

The core pricing structure for using the services of the nursery from 1st September 2020 is listed below.

Charges payable when the child **attends** nursery: -

AGE OF CHILD	RATES – full day	RATES – ½ day	COMMENTS
<i>Babies Up to 2 years</i>	£42.50	N/A	
<i>2 - 3-year olds</i>	£40.00	£22.50	
<i>3 - 5-year olds</i>	£38.00	£20.50	
<i>Full-Time School children</i>	£27.00	£15.50	
<i>Before School Children up to 11 years</i>	£5.50	N/A	
<i>After School Children up to 11 years</i>	£11.00	N/A	
<i>Before and After School Children up to 11 years</i>	£15.00	N/A	