



## **Nursery Fees Structure (2 Year olds)**

At Greenfields Community Primary School, we believe in open communication with all parents/carers and staff. Therefore, the fees set out in this document will assist everyone to understand our charging.

### **Opening times**

The nursery has various start time options, as outlined below. The nursery is open for 38 weeks a year in line with the school's term dates. These can be found on our website [www.greenfieldscps.kent.sch.uk](http://www.greenfieldscps.kent.sch.uk)

### **Free spaces for 2-year olds in Nursery**

Your child may be eligible for 15 hours free Nursery provision.

Free spaces for 2 year olds is subject to meeting certain eligibility criteria. This link holds more information <https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare>.

For more information on childcare entitlements please click on the following link.

<https://www.childcarechoices.gov.uk/>

### **2-Year-olds of working parents**

If you are eligible for 2-Year-olds of working parents, you will be provided with an 11-digit code, via email. Once you have this, you will need to send it to the school office with your National Insurance number. Please speak to the school for further information or support. For these funding streams we will ask you to complete a Parental Declaration form prior to your child taking up their Free Early Education to enable us to claim the correct number of hours from KCC, and termly thereafter.

### **Free for 2 funding (FF2)**

If you are eligible for Free for 2 funding, you will be provided with a short code consisting of both letters and numbers, via email. Once you have this, you will need to send it to the school office with your National Insurance number. Please speak to the school for further information or support. For these funding streams we will ask you to complete a Parental Declaration form prior to your child taking up their Free Early Education to enable us to claim the correct number of hours from KCC, and termly thereafter.

Details on when these sessions can start are in the table below. Entitlement to a Free Education Place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

<b>A child born on or between</b>	<b>Will be eligible for free a place from</b>
1 <sup>st</sup> January and 31 <sup>st</sup> March	The start of term 5 following their second birthday (after April holiday)
1 <sup>st</sup> April and 31 <sup>st</sup> August	The start of Term 1 following their second birthday (after Summer holiday)
1 <sup>st</sup> September and 31 December	The start of Term 3 following their second birthday (after Christmas/New Year holiday)

### **Pricing**

All additional fees are payable weekly and in advance. Session prices are reviewed annually in April each year. Any changes to the current rates will be advised in writing, at least one term in advance. Our fees do not include the cost of outings, celebrations or entertainment that is in

addition to our usual session activities. Please note, fees are only payable for the 38 weeks a year the children can attend. There is no charge for any holiday period.

If your child is receiving 15 hours child care you can choose either AM sessions or PM sessions, or a combination of both. If your child is attending both sessions in a day, a £6 a day fee is payable for their cooked lunch and childcare for this session. If you require a completely free of charge space, please speak to a member of the office team or SLT.

### **Pricing structure for additional sessions**

The price structure below shows the costs for each session.

#### **Daily Costs:**

<b>Sessions</b>	<b>Price</b>
Breakfast club - 7.30-8.30*	£5
AM session (8.30-11.30)	£18
Lunch (11.30-12.15)	£6
PM session (12.15- 3.10)	£18
Daily 'core' cost	£42
After school - 3.15 – 5.00*	£7.50

\* Booked separately

### **Changing provision choices**

Once you have agreed your provision choices you will be issued with a contact. Your agreed provision can be only be changed for the start of term 1 (September), term 3 (January) and term 5 (April). If you would like to add additional provision, please contact the school. If you claim funded provision you must give notice to cancel it and attend for the rest of the funded term.

### **Payments**

Payments are due weekly and must be made in advance. Payments are made via Schoolcomms, information of this system will be shared by the school. Payments MUST be made by Thursday for the following week. If this is not the case the school will be in contact. If payments are continually paid late, this may result in your child's paid space/provision being terminated.

### **Late pick up**

If you are late collecting your child at the end of a session, a late collection fee will be charged. Should a parent fail to collect their child within 5 minutes of the end of their child's session, they will be charged £10. A further £10 will be charged after another 5 minutes. This will continue for each additional 5 minutes which passes. If a parent is running late, they should contact the school to discuss this as some discretion may be able to be given to the above charges. If a parent is regularly late in collecting their child, we would consider this to be a safeguarding issue and would make the relevant referral in line with safeguarding procedures.

### **Closures**

Should the nursery be unable to open due to bad weather, or any other unforeseen circumstances, parents will be refunded for a chargeable session. If you claim funded provision, then please contact the school and we can find an appropriate replacement session. Should closure need to take place part way through the day, no refund will be given.

### **Illness/absence**

No refunds or re-use of funded sessions will be given in the event of a child's absence due to illness, holiday or any other reason. If your child is unable to attend Nursery, please ensure the

office are informed by sending a message on School Gateway. This is of huge importance for both funding and safeguarding purposes.

### **Other funding available**

#### **Disability Access Fund (DAF)**

Your child could be eligible for this funding if they are in receipt of Disability Living Allowance (DLA). This one-off annual payment will help us support your child with their disability or special educational need and allow us to make any reasonable adjustments or purchase/loan suitable resources that may be required. Please see our SEN Policy and speak to our SENCO for further details

#### **Tax Free Childcare**

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.