

Charborough Road School Nursery Terms and Conditions

At Charborough Road School Nursery we offer childcare between the hours of 8.00–3.30 (charges apply). The Nursery is open term time only and also closed for teacher training days.

Free Funded Places

Children are entitled to free government funded places for 15 hours per week from the term following their 3rd birthday. All families with children aged 3 are entitled to 15 hours of funded education.

Funded sessions are from 8.30–11.30am or 12.30–3.30pm Monday to Friday.

Settling in sessions will be arranged from the term that funding begins.

Flexible places

When spaces allow, we are also able to offer parent funded places over full days to meet the needs of individual parents (additional costs apply). This needs to be requested with a member of the school office who will discuss your requirements. We work with parents to ensure as far as possible that hours are convenient for working parents.

Unfunded sessions

Additional hours are available provided there is space available.

Charborough Road Primary have the following policy for charging:

The cost per session is £18.25. For a full day the cost would be £36.50.

Lunch time

Children can stay for Lunch time and this is currently free. Parents can provide a packed lunch or the school can provide a lunch for an additional £2.61 payable to our lunch provider OCS. Payments are made via Arbor.

Early Start Club

Children can come to Early Start Club from 8.00 for an additional cost of £2.00. Breakfast is not provided by the club. Places must be pre-booked and pre-paid via Arbor. Places are very limited so early booking is essential. Children without a booking will not be admitted until the start of the day at 8.30am.

After School Club

Children can attend Shine after school club from 15.30 until 18:00. Please contact Shine directly for bookings and booking information via <https://myshine.co.uk>

30 hours funded place for Working Parents

Working families with 3 and 4-year-old children can get an extra 15 hours a week of free childcare, therefore 30 hours in total, provided that the criteria is met (please see [Free Childcare for Working Parents: Overview - GOV.UK](#) to check eligibility and apply). It is the responsibility of the parent/carer to check their current eligibility criteria on the Government website and to ensure that their eligibility code is currently active. If you advise the school that you are eligible and we are notified by the Local Authority that you are not, you will be required to pay for all of the sessions that have been attended which are not covered by Government funding.

Every three months, parents/carers must sign into their HMRC childcare account to reconfirm their working family funding eligibility code. If this is not confirmed, funding may be lost for the following term and the standard fee will be payable for any time not covered by the basic 15 hours scheme.

Parents/carers cannot apply for a code and use it within the same term. Codes only provide funding for the term after parents apply. This also applies on moving providers. Your code must be eligible before the start of term. If the deadline is missed (the last day of March, August and December), the Nursery will not be able to access the funded hours until the following term. If your child is 3 or above, they are still eligible for 15 free hours, as this is available to all children, regardless of whether parents/carers are working. HMRC might prompt parents to reconfirm their code before the start of the new term, so it is important to do this to stay eligible.

If you are late in notifying the school of the 30-hour code or the code is not received in advance of starting the term, normal Nursery charges will apply until funding can be accessed the following term.

Government funding does not cover the cost of meals, consumables, additional hours or services. Parents are not currently charged a top up fee to recoup the difference between the amount received and the current hourly rate, with the exception of lunch which must be paid for through Arbor.

Parents/carers are reminded that fees are payable even if your child is absent due to sickness or holiday.

If a child is attending multiple nursery settings, please advise the school office how many hours are attended at each setting. Total hours should not exceed the eligibility allowance of either 15 or 30 hours. This may vary if the other setting is an all year round placement.

If the number of eligible hours is exceeded across settings, parents/carers will be charged for any hours that their child has attended, above the allocated eligibility. As the school are not always aware of shared funding until after the end of term, payment will be added to Arbor upon notification by the Local Authority.

Educational Visits

During the year, children in the school have the opportunity to access educational visits. A contribution is requested from parents/carers to support the coach hire/entrance fee for educational visits.

If a child/children choose not to attend the educational visit, there will be no nursery provision on this day. Under these circumstances, paid sessions cannot be refunded and funded sessions cannot be moved to another day.

Payment Terms

All payments must be made termly in advance of sessions via Arbor. If this is difficult, families can discuss different terms with the admin team.

Documentation requirements

Parents are required to sign the Parental Declaration and our Terms and Conditions at the start of every term in September, January and April.

Unavoidable closure of the school

The school policy and procedures apply. Should the Nurseries have to close for reasons beyond our control, you will not be charged for the sessions affected.

Late payment /debt collection policy

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any basic scheme 15 hour funded sessions that he or she is entitled to.

Late collection of children policy

If you are unexpectedly late to collect your child, please inform the school office by telephone immediately.

Complaints Procedure

Our complaints procedure is available on the school website and available on request in the school office.

I confirm that I have read, understood, and agree to be bound by these Terms and Conditions in their entirety. I acknowledge that it is my responsibility to seek clarification on any aspect I do not understand prior to signing this document. Your signature constitutes your acceptance of these terms and forms as a legally binding agreement between you and Charborough Road Primary School.

Name of child attending our Nursery class.

Your full name

Signed

Date