ROSECROFT PRIMARY AND NURSERY SCHOOL

Nursery Charging Policy

Admissions

To secure a nursery place, a completed Nursery Request Form must be submitted to the school. Until this form has been received and processed, we are unable to guarantee a place within the nursery.
Places are allocated in accordance with the school's Admissions Policy and are subject to availability.

Fees and Invoices

Childcare charges are invoiced termly. Itemised invoices will be issued at the beginning of each term and must be paid in full within three weeks of the invoice date. All outstanding balances must be settled before the start of the following term.
Payments can be made via bank transfer. We also accept payments through approved childcare voucher schemes and the Government Tax-Free Childcare Scheme.
Nursery fees are reviewed annually each January. Families will be provided with a minimum of four weeks' written notice of any changes to fees and will be offered the opportunity to discuss any implications with the Headteacher.
Where there has been a significant period between a family's initial enquiry and the child's start date, parents/carers are advised to check that all information relating to fees, funding eligibility, and childcare arrangements remains current before confirming their place.

Nursery Opening Times

The nursery operates during term time only.
Funded sessions are available as follows:

- Morning session: 8:45am – 11:45am
- Afternoon session: 11:45am – 2:45pm

In addition, an optional privately funded session is available from:

- 2:45pm – 3:15pm (£4.00 per child per day)

Families may choose a combination of morning, afternoon, or full-day sessions, subject to availability. A minimum attendance pattern of three sessions per week is requested to support children's continuity of learning, development, and wellbeing.

Booking a Place

Applications can be made by contacting the nursery on **01953 453127** or by emailing **office@rosecroftprimary.org**
A Nursery Request Form can be collected from the school office or sent electronically for completion at any time before a child reaches three years of age. Families will be contacted during the term prior to their child's admission date to confirm their place and agree the required attendance pattern.

Additional Costs

Government funding is intended to deliver free, high-quality, flexible early education and childcare. It is not intended to cover the costs of meals, snacks, consumables, additional hours, or additional services.

Food Consumables

To support children's health and wellbeing and promote healthy eating habits in line with EYFS requirements, the nursery offers a varied and nutritious snack each day. Snack options include a range of fruit, vegetables, carbohydrates, and protein-rich foods such as crackers, rice cakes, breadsticks, cream cheese, hummus, and other healthy choices.

We request a voluntary contribution of:

- £5.00 per half term
- £10.00 per full term

This contribution helps to cover the cost of food consumables. Contributions should be paid at the beginning of each half term.

Parents/carers who choose not to make the voluntary contribution may provide their child with their own daily snack. Any food provided from home must comply with current EYFS nutritional guidance and the nursery's Healthy Eating Policy. Children whose families choose not to contribute will continue to receive the same quality of education, care, and access to opportunities as all other children attending the nursery.

Additional Hours and Services

Hours that are not covered by a funded entitlement will be charged at the nursery's current hourly rate. Additional services, including educational visits and special activities, may incur a charge. Any such charges will be agreed with families in advance.

The current hourly rate for unfunded childcare is: **£8.00 per hour**

Lunches

Parents/carers must provide a healthy packed lunch for children attending throughout the lunchtime period. Packed lunches should support children's health, wellbeing, and learning and must comply with both the nursery's Packed Lunch Policy and current EYFS nutritional guidance.

Charges Associated with Funded Entitlement Places

The following charges apply where families access additional childcare beyond their funded entitlement:

Time	Session	Charge
8:45am – 11:45am	Morning Nursery Session	£8.00 per hour (where not funded)
11:45am – 2:45pm	Afternoon Nursery Session	£8.00 per hour (where not funded)
2:45pm – 3:15pm	Additional Privately Funded Session	£4.00 per session

The nursery delivers funded early education consistently to ensure that every child receives the same high-quality provision, experiences, resources, and opportunities regardless of whether parents purchase additional hours, services, meals, or consumables. Further information is available within the Admissions Policy. Late collection - We recognise that unforeseen emergencies may occasionally arise. If you anticipate being late collecting your child, please contact the nursery as soon as possible so that appropriate arrangements can be made to ensure your child's continued safety and wellbeing.

Other Charges

The nursery does not charge:

- Registration fees
- Deposits
- Retainer fees
- Late payment fees

Government Funding

The nursery participates in the Government's Early Education Funding Scheme.

All eligible children are entitled to funded early education from the term after their third birthday, supporting children's learning, development, school readiness, and positive outcomes.

Universal Entitlement – 15 Hours

All eligible three- and four-year-old children are entitled to:

- 15 funded hours per week
- Over 38 weeks per year
- A total of 570 funded hours annually

To access funding, a child must have reached their third birthday on or before:

- 31 August for autumn term funding
- 31 December for spring term funding
- 31 March for summer term funding

Funding commences from the beginning of the following term.

Extended Entitlement – 30 Hours

Eligible working families may access an additional 15 hours of funded childcare per week, bringing the total entitlement to 30 hours per week (1,140 hours annually).

Parents/carers must:

- Meet the Government's eligibility criteria.
- Obtain a valid eligibility code through the HMRC Childcare Service.
- Provide the code to the nursery before the start of the relevant term.
- Reconfirm eligibility every three months.

The funded entitlement is provided free of charge. Parents/carers will never be required to pay a "top-up fee" to cover any difference between Local Authority funding rates and the nursery's standard charges.

It is the responsibility of parents/carers to ensure their eligibility remains valid and to notify the nursery immediately of any changes affecting their funding status.

Further information is available via Norfolk County Council: **www.schools.norfolk.gov.uk/earlyeducation**

Funded hours may be used during the following sessions, subject to availability:

- Morning session: 8:45am – 11:45am
- Afternoon session: 11:45am – 2:45pm

Any attendance beyond funded hours will be charged at the rates outlined in this policy.

Childcare Voucher Schemes

The nursery accepts childcare vouchers from a range of registered providers. If your employer operates a voucher scheme with a provider not currently registered with the nursery, we will endeavour to register with that provider wherever possible.

Changes to Fees

The nursery will provide a minimum of four weeks' written notice of any changes to fees. Information regarding how charges have been calculated will be available upon request.

Late Payment and Debt Recovery Policy

If payment has not been received within three weeks of the invoice date, the following debt recovery process will be implemented. Families experiencing financial difficulties are encouraged to contact the school office as soon as possible to discuss available support and payment arrangements.

Debt Recovery Procedure

Where possible, charges will be collected before or at the point that services are provided. Where this is not practicable, an invoice will be issued for immediate payment.

Outstanding debts will be pursued in accordance with the following timescales:

- **Three weeks from invoice date** – First reminder issued
- **Six weeks from invoice date** – Second reminder issued
- **Nine weeks from invoice date** – Final reminder issued

Where privately funded services are being accessed, provision may be suspended while debts remain outstanding. Any government-funded entitlement will continue to be provided.

The final reminder will be sent by recorded delivery and will advise that legal action may be taken if payment is not received within 14 days.

If payment remains outstanding after this period, the matter may be referred to County Legal Services or another appropriate debt recovery process.

Cancellation and Illness

Once a childcare place has been booked and confirmed, charges remain payable whether or not a child attends, including periods of illness, holiday, or other absence.

This enables the nursery to maintain staffing levels, resources, and high-quality provision in accordance with statutory EYFS requirements.

Notice Period and Reduction of Sessions

Families wishing to terminate their childcare arrangement or reduce attendance must provide a minimum of four weeks' written notice to the school office. All charges remain payable throughout the notice period unless alternative arrangements have been agreed in writing.

Where a child transfers to another provider, any applicable funding entitlement may be transferred in accordance with Local Authority funding arrangements.

Should a child leave before the end of the agreed notice period, the nursery reserves the right to claim any eligible funding and recover any contractual fees due up to the final date of the notice period.

Policy Review Date: July 2026
Next Review Date: July 2027