



THE JOHN WALLIS NURSERY FEE POLICY

**Approved: November 2020
Date of Review: November 2021**

As a Church of England Academy we are inclusive of all regardless of creed, colour race, gender, sexual orientation or ability. We hope to transform the lives of our pupils, students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

At the John Wallis Nursery, we believe in open communication with all parents/carers and staff and are therefore presenting this pricing policy in order to ensure that everyone fully understands our charging structure.

We are open for 38 weeks of the year, term time only and are closed on school holidays.

Our fees do not cover any outings, celebrations or entertainment that is provided for the children throughout the year.

Deposit and Registration Fee: A deposit of £75:00 will be required in order to register and confirm a place for your child. This will be refunded with the final account as long as all fees have been settled. Should your child not attend once the place has been confirmed the deposit will be **non-refundable**.

For those children **only** accessing the Nursery using **free** Early Years Funding a deposit will not be required.

Fees: Fees are payable monthly in advance in accordance with the rates in force at the time. Fees are reviewed annually, in September of each year, and any changes to current rates will be advised in writing, at least one month in advance.

Academy staff: Staff who work in The John Wallis Church of England Academy or the John Wallis Nursery will receive a 25% discount on nursery fees. This will be reviewed annually.

Fee Structure

Sessions Available	Under 2's	2 years to 3 years	3 years to rising 5
Fee Per Hour	£6.20	£5.77	£5.33
Full day (8am-5pm)	£56.00 with meals, nappies and wipes	£52.00 with meals	£48.00 with meals
	£53.00 without meals	£50.00 without meals	£45.00 without meals
Half day (am or pm session)	£28.00 with meals, nappies and wipes	£26.00 with meals	£24.00 with meals
	£26.50 without meals	£25.00 without meals	£22.50 without meals

Staff (25% discount)	Under 2's	2 years to 3 years	3 years to rising 5
Fee Per Hour	£4.65	£4.33	£4.00
Full day (8am-5pm)	£42.00 with meals, nappies and wipes	£39.00 with meals	£36.00 with meals
	£39.75 without meals	£37.50 without meals	£33.75 without meals
Half day (am or pm session)	£21.00 with meals, nappies and wipes	£19.50 with meals	£18.00 with meals
	£19.88 without meals	£18.75 without meals	£16.88 without meals

Children can access their Free Early Years Education Funding within any of the sessions above. Any hours or sessions accessed outside of the Free Early Education Funding will be charged at our standard rate above and will require a deposit to register their place.

Morning and afternoon snacks are included for all children. Where meals are booked as part of a session these will include Breakfast/Lunch/Tea where relevant.

Children with confirmed eligibility for Free School Meals are not required to pay for the above fees within their funded hours. Where additional hours are paid for the meals served within the paid hours are chargeable.

Please note the Nursery will always serve children food, but reserve the right to refuse the child's attendance at their next session until their account has been brought into credit and there are sufficient funds in their account for the next session.

Illness/absence: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures: Should the Nursery be unable to open due to bad weather or any other unforeseen circumstance, parents will receive a refund at the Principal's discretion.

Late pick up: Children must be collected promptly at the end of their nursery session. Any extra time for which the child is present will be charged at a rate of £15.00 for the first 15 minutes, and £5 per 5 minutes late thereafter. We have a duty of care to our children and also to our staff and late pickups can affect the statutory staff to child ratios in the nursery. (Please refer to the Late Collection Policy).

Late payments: Fees are to be paid as per the terms on the invoice. If the nursery fees have not been paid, initially a member of management will address the parent/carer to see if anything can be done to help and ask if there are any concerns. A letter will then be addressed to them regarding the debt, formally requesting payment.

Prompt payment of fees is paramount to the sustainability of The John Wallis Nursery and we value families' continued support.

Unpaid fees may result in the place being withdrawn.

Payment methods

Invoices can be settled by Card via Wise Pay, by Bank Transfer, by cheque or deducted from your monthly wages (staff only). Please make cheques payable to **The John Wallis Nursery**.

Child Care Vouchers are acceptable and will be paid automatically from the company to the Nursery, this will then be deducted from your wages each month by your employer.

FF2 – Free for 2 Year Olds. At The John Wallis Nursery, we accept FF2 spaces if we have availability.

A child is eligible if:

- they come within the criteria used to determine eligibility for Free School Meals.
- their families receive Working Tax Credits and have an annual gross income of no more than £16,190 per year.
- their families receive Universal Credit and have an annual net income of no more than £15,400.
- they have a current statement of Special Educational Needs or an Education, Health and care plan.
- they are entitled to Disability Living Allowance.
- they are looked after by a local authority.
- they are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangements order which specifies with whom the child lives.

Early Years Free Entitlement

Your child will become eligible for **15 hours' free** childcare, as set out by Kent County Council, the term after their third birthday. Any sessions/hours your child attends in addition to this will be charged at the nursery's current fee rate. You will be invoiced in the usual way and your invoice will state how many hours your child is receiving free and how many are being charged for. You will receive notification in advance of your child becoming eligible for the free entitlement.

Eligible working families with 3 and 4 year olds can receive **up to 30 hours of free** childcare each week. This is an extra 15 hours of free childcare in addition to the universal entitlement and is known as extended entitlement.

To qualify for 30 hours of free childcare, each parent (or the sole parent in a single parent family) will need to earn on average, the equivalent of 16 hours on the national minimum wage per week and no more than £100,000 per year. A family with an annual household income of £199,999 would be eligible if each parent earns just under £100,000.

Self-employed parents and parents on zero-hour contracts will be eligible if they meet the average earnings threshold.

Parents can still be eligible if they usually work but:

- one or both parents are away from work on statutory sick pay.
- one or both parents are on parental, maternity, paternity or adoption leave.

In addition, parents are eligible if 1 parent is employed, but the other has substantial caring responsibilities based on specific benefits for caring is disabled or incapacitated based on specific benefits.

Please see <https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare> for more information, application forms or contact the nursery.

Cancellation of Nursery Place: If a child is leaving the Nursery, 4 weeks' notice at full pay is required and written confirmation is needed.