



Charging Policy

Hours Of Operation:

The school will allow parents to purchase sessions during the following hours;

8.00am – 3.30pm

A parent will only be allowed to purchase hours once the universal entitlement of 15 hours has been allocated and any extended entitlement hours (where applicable) have been allocated.

Sessions/hours will be allocated on a first come basis and no guarantee can be made that a parent will receive the days or session times they request.

Charges:

Nursery

Cost: Breakfast Club

8.00am – 9.00am	£4.32 including breakfast
8.00am – 9.30am	£6.37 including breakfast

Cost: Early Start/Late Finish

9.00am – 9.30am	£2.05
3.00pm – 3.30pm	£2.05

Cost: Per Session

9.30am - 12.30pm	£12.30
12.00pm – 3.00pm	£12.30

Preschool

Cost: Breakfast Club

8.00am – 9.00am	£6.22 including breakfast
8.00am – 9.30am	£9.22 including breakfast

9.00am - 12.00pm	£18.00
12.30pm – 3.30pm	£18.00
9.00am – 3.00pm	£36.00
9.30am – 3.30pm	£36.00

Deposit:

A deposit of £50 will be payable to secure a place for the extended entitlement. This will be refunded once the government funding for the extended hours has been confirmed. **Deposits are non-refundable should you decide not to take up any extended hours.**

If you are requiring non-funded sessions for 3 year olds, sessions for paying 2 year olds, places at the breakfast club, a deposit equal to the first months sessions will be payable upon booking. This deposit will

then cover the first month's fees. **Deposits are non-refundable should you decide not to take up sessions booked.**

Invoices:

Parents will be issued with a monthly invoice for the sessions booked during that period. All payments must be made in advance of the charging period, e.g. the invoice for May sessions will be issued in April, for payment by the end of April.

Fees are still payable even if your child is absent for any reason.

Parents must provide children with a packed lunch if attending all day.

Prompt payment of fees is requested.

Payment via the Government's tax-free childcare scheme and childcare vouchers are accepted. If you choose to pay with childcare vouchers, you must allow enough time for the school to be registered with the childcare voucher provider.

Payment can be made in cash or by cheque; made payable to The Castle Nursery School.

Notice:

Once your child has started attending, you must provide four weeks notice to terminate this agreement and this **must be given** in writing to the school office.

Availability:

All sessions operate on a term time only basis. All children must be collected by 3.30pm.

Ad hoc sessions will be allowed if space is available. Payment for these additional sessions must be made at the time of booking and is non-refundable.