



**BRISTON COMMUNITY NURSERY SCHOOL
LIMITED**

CHARGING POLICY

Company number 5379895

Ofsted numbers - Nursery EY317355

Pre-school EY258828

Briston Community Nursery School (BCNS) is a registered provider with Norfolk County Council and has agreed to the conditions to early education and childcare statutory guidance for local authorities.

Funding

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours, or additional services.

Nursery education funding for 3 & 4 year olds, is available for children from the start of the term after their third birthday and is subject to a place being available at BCNS. Each child is entitled to 15 hours per week of free Nursery Education. We also offer, for those entitled to it, the extended 15 hours of funding. This extended funding is applied for by the parents and the eligibility for this is down to the parents to check.

Nursery education funding is available for some children from 9 months old or 2 year olds. The eligibility of these is down to the parents to check. This starts from the term after the child's turns 9 months old or the term after their second birthday. Each child is entitled to 15 hours per week of Nursery Education funding, subject to availability at BCNS. This is for working parents and also some disadvantaged 2 year olds. From September 2025, children of working parents of 9 month old children will also be entitled to 30 hours of nursery education funding, from the term after they turn 9 months old.

BCNS are flexible as to how parents would like to use their funded entitlement.

Each parent, before their child starts the nursery, are given a Welcome Pack which includes details of all our charges and a Parent Contract which clearly states the terms and conditions of the funded entitlement and paying of any additional fees. This contract should be signed by the parent and in place on the first day the child attends the nursery.

Charging for non-funded hours or other services

The following fees apply when families claim a funded entitlement as part of childcare agreement –

- Additional hours, including those not funded by the local will be charged at the current hourly rate.

The current hourly rates are shown in Appendix 1.

- Additional services – charges for these services, such as trips or extra activities, will be agreed in advance with families.
- Cost of snacks – A voluntary charge of £5 per term each day your child is booked in a week

Families must provide a packed lunch for their child attending during lunch.

If you are unable to pay these charges, please speak to Katie or Christine to discuss the alternative options available.

The alternative options include –

- Waiving or reducing costs
- Families to supply snacks

Other charges –

- Reservation fee – This fee is charged to families joining our Ladybird and Dragonfly rooms to secure a place at the setting. This fee is £25 and includes a home visit and settling in sessions.
- Late payments – This fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account. A fee of £5 will be charged for each month the amount remains outstanding.
- Late collection – The fee will be charged when children are not collected on time at the end of their session. £5 for each 15 minutes late will be charged.

All fees will be charged unless specific arrangements have been agreed and whilst childcare remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to Katie. Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Our fees are reviewed annually in January. Families will be given at least 6 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with Katie.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked before the childcare arrangement is formalised.

The funding entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for additional hours, services, meals or consumables.

The entitlement place if offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

A reservation fee of £25 is charged for children starting in our Ladybird and Dragonfly rooms, and is charged once a childcare place has been offered. This is voluntary for those families whose children only access a funding entitlement. A registration fee is not charged for other rooms within our nursery.

All families will be issued an invoice monthly in advance unless the balance equals zero. The payment term is by the end of the month the invoice relates to. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

The hourly rate for under 2's is higher than over 2's due to the lower ratio of children to staff needed for under 2's. There are no charges for Bank holidays or any staff development days that the nursery chooses to close for.

If the nursery has to close due to extreme weather conditions, it is our policy to charge parents for the first day of closure but will refund any days after this first day that the nursery has to remain closed.

BCNS is open term time only.

Parents are charged for non-attendance due to their child's holiday, illness or any other short term absence.

This policy was adopted at a meeting of BCNS Limited on _____

By _____

Date to be reviewed _____

Appendix 1

Prices from April 2025

	Under 2 year olds	2 year olds	3&4 year olds
Per hour	£6.60	£5.85	£5.25