

Charging and Remissions Policy

To be reviewed Annually.

Policy Agreed March 2018. To be reviewed March 2019.



Everton Nursery School and Family Centre have the following policy for charging:

Extended Day/Daycare – for 2-11 years

The nursery provides 15 hours free Nursery Education for families who are eligible. If parents/carers request additional daycare within the school/centre the following charges apply:

8.00-9.00a.m. Breakfast Club = £4.50 per session (2-5's only)

3.00-5.45p.m. After School Club = £13.50 per session

11.30a.m. – 12.30p.m. Lunch Time fee = £2.00 per day

From September 2017 the nursery will provide an additional 15 hours free Nursery Education for working families who are eligible. Further information at www.childcare-provider-checker.tax.service.gov.uk

Daycare on top of nursery allocation place (3-5's):

9.00-12.00a.m. or 12.00-3p.m. = £13.50 per session or After School provision 3-5.45p.m. = £13.50 per session. Pick-ups available from local schools (within half a mile from Everton Nursery School and Family Centre) at a cost of £14.50 per session.

2-3's daycare

£45.00 per day (8.00a.m. – 5.45p.m.) or £22.50 per half day with lunch (8a.m.-1p.m.) or £22.50 per half day including snack (1p.m.-5.45p.m. Payments are to be paid by parents/carers at the beginning of the week or the first day of the child's/children's session at nursery. A two weeks deposit is collected from parents/carers before any child/children start their sessions at Everton Nursery School and Family Centre. As part of the Debt Recovery Policy a reminder text will be sent to parents/carers at the end of each Monday if they have not paid their daycare/lunch fees for their child/children. If parents/carers are unable to pay for daycare/lunch time fees for any reason they need to contact the Leadership Team to inform them of this situation.

Educational Visits

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

No child will be excluded from any such visit if their parents/carers have not made any contribution.

Half-Termly £5.00 or Termly £10.00 Contribution

Contributions are needed to help the school/centre provide certain additional activities. Parents/carers are asked to make a contribution of £5.00 half termly or £10.00 termly to the school/centre to support the following:

Cost of snacks

Ingredients for baking/playdough activities

A tick sheet to record the £5.00/£10.00 contribution collected half termly/termly from parents/carers will be organised by the reception staff/foyer team. A letter with an attached money envelope will be sent to parents/carers each half term as a reminder. Parents/carers are informed of this contribution on home visits and first visits to nursery.

Visits to Everton Nursery School (school part of the centre) or whole Children's Centre

Everton Nursery School/Children's Centre requests the following contributions for visits to the centre:

£200.00 for individual settings or groups per full day visit re 10.00a.m.- 3.00p.m. (or £100.00 half day, £50 twilight re 4-6p.m. or £20 per person per half day session). Times outside of 6p.m. or weekends will need to be individually negotiated) requiring specialised support on 2-3's, 3-5's, SEN, Family Support, Children's Centre development. This charge is to support the member of staffs time for the visit. Lunch can be provided at an additional cost. There is also a cafe/vending machine on-site to purchase snacks if required.

The above visit charges are paid into the school/centre fund account. Resources are purchased for the children from this additional funding to the school/centre.

Hire of Rooms at Everton Nursery School and Family Centre

Everton Nursery School and Family Centre has the capacity to hire out rooms for adult courses for family learning and training courses for practitioners who work with children in education or extended day/day care.

£200.00 for the full day = 8.30a.m.-4.30p.m. or £100.00 for half a day = 8.30a.m.-12.30p.m. or 12.30-4.30p.m. or £25.00 per hour re 3.00-7.00p.m. An additional £1.50 per head will be added for refreshments.

Agencies who work on-site can access the rooms on-site for training/meetings at 50% reduction of the full cost of hiring the rooms, subject to availability.

All participants who hire the room/use the room must adhere to the policies of Everton Nursery School and Family Centre i.e. no smoking on the premises, no mobile phones to be used in the school/daycare corridors and rooms, fire safety procedures, health/safety etc. These procedures will be pointed out to the course leader and hirer of the room.

An invoice will be sent from the school/centre to the hirer for payment where applicable. No refundable deposit if cancelled less than two weeks before the event. Any difficulties receiving charging contributions for the room will invalidate the use of the room by the hirer.

Additional charge for photocopying=10p per A4 sheet. 20p per A3 sheet.

The school kitchen will need two weeks notice of dates to organise the ordering of the buffet/meal provision.

The cafe on-site also has a selection of sandwiches, rolls, toasties, salads at reasonable prices that can be bought on the day (ordered before 10.30a.m. on the day for lunch) for individuals and small groups.

Hire of the Family Learning Room

The Nursery School (school part of the centre) has the capacity to hire out the Family Learning Room for the following:

Adult courses for family learning and training courses for practitioners who work with children in education or extended day/day care.

Prices are the same as for hiring rooms on-site whatever their size.

To support Liverpool's Strategic Management Framework (see page 24) as a Children's Centre, Everton can hire the Family Learning Room when available (i.e. when no other course is booked into the room) **FREE** for contact sessions. These would normally take place at the end of the day (4-6p.m.). Contact sessions are **FREE** to any child who attends the school/daycare part of the centre and any child who lives within the children's centre reach area. The parents room within the Children's Centre side are to be used in the first instance for providing contact sessions. Only 1 contact session can take place within the Family Learning Room at one time. The centre can support **FREE** contact sessions on the 1st Saturday of every month (10a.m.-1p.m.). Only one contact session can take place on the 1st Saturday at the centre. **All contact sessions CANNOT be booked in advance for more than 2 months. The centre does not have the capacity to book contact sessions for a year or 6 months in advance.**

Rooms at Everton Nursery School and Family Centre are **NOT FREE** for core group meetings or child protection conferences unless the child has a place within the Nursery School/2-3's daycare (school part of the centre). **The centre does not have the capacity to support the whole Children's Centre reach area as a venue for meetings.**

All bookings for meetings are to be booked through the admin team. If the centre does not have the capacity to support these meetings, then an alternative venue has to be found by the social worker/family support worker, **NOT** Everton Nursery School and Family Centre.

Please be aware that Everton Nursery School and Family Centre is an established Children's Centre since 2000 and thus does not have the same capacity as some of the newer Children's Centres to give rooms for free.

Some activities within the children's centre do have a small charge such as £1.00 to use the Sensory Room for 1 hour and pool £3.00 (£1.00 non-refundable deposit).

Policy Review

This policy was agreed by the Governor Policy Review Group on the 1st March 2018 and further agreed at the Personnel, Finance and Resources committee on the 16th March 2018. This policy will be reviewed in March 2019.