



## Lee Brigg Infant and Nursery School: Early Years Part Time Charging Policy

Lee Brigg Infant and Nursery School offers term time, sessional, funded places for children aged 3 and 4 years old. In addition to this, the school offers parents the option of taking 15 additional funded hours per week based upon the extended entitlement or '30 hours' scheme.

Funded 'universal' 15 hours can be taken by parents at the following times:

Morning Session: 8.30 am - 11.30 am.

**OR**

Afternoon Session: 12.30 pm - 3.30 pm

These sessions are Monday to Friday during school **term time only**.

Lee Brigg is currently offering extended entitlement or '30 hours' at the following times:

Monday to Friday (school term time only) 8.30 am. to 2.30 pm. As the nursery session and school day finishes at 3.30 pm, parents can choose to pay for an extra hour at the end of the day (2.30pm – 3.30 pm)

Where a parent wishes to cancel either funded or paid for sessions, **a period of 4 weeks' notice is required.**

### **Charges:**

The extra part of the child's additional session 2.30pm to 3.30pm (one hour per day) is chargeable at the following rates:

The hourly rate is £5.00

A full week is therefore £25.00

Charges will still be applicable should a child be absent for whatever reason.

If a parent becomes ineligible for the additional funded hours, the place will be withdrawn at the end of the 'grace period'.

The school may request a deposit of £10 for an additional hour's place **if** demand is high. This will be refunded as part of the first invoice once a child has taken up their place. Failure to take up the additional hours booked will mean the deposit becomes non-refundable.

### **Invoices:**

Parents will receive their invoice at the beginning of the month for the following month's payment and will be expected to pay this by the due date. Payment should be by BACS transfer, through the MCAS App or cash via the school office.

### **Admission / Availability:**

**See also the school Early Years Part Time Admissions Policy.**

The school will allocate universal 15 hours places based on our Early Years Admissions Policy. Places for children eligible for 30 hours will be allocated on a first come first served basis. No guarantee can be made that a parent will receive the additional sessions they request, however we will always do our utmost to meet needs.

**Sundries:**

Children taking up the extended/30 hours entitlement must bring a packed lunch each day. The school does not make a specific weekly charge for the food that children eat at snack time or for baking ingredients.

Children who receive the additional 15 hours of childcare will be entitled to one carton of milk during their universal 15 hours session and will be offered water during their extended session.

Events such as educational visits and visitors into school are subsidised through fund raising activities alongside a request for a voluntary contribution from parents to cover part of the costs.

Signed \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Date \_\_\_\_\_