



Bognor Regis
Nursery School



Chichester
Nursery School



Boundstone
Nursery School



WEST SUSSEX NURSERY SCHOOLS FEDERATION

"To be places where play matters"
"To be inclusive, nurturing communities where everybody thrives"

Large boarder

Fees and Charging Policy

AIMS

Bognor Regis, Boundstone and Chichester Nursery Schools aim to provide affordable high quality childcare which is integrated with education. The Daycare element of provision aims to provide a Charging Policy which meets the needs of families, while ensuring that the service remains financially viable.

Please note that all sessions, including 15 or 30 hour Funded Entitlement sessions are subject to availability.

LOCAL AUTHORITY FUNDED 2 YEAR OLDS

2 Year Old Local Authority Funded Entitlement sessions are as follows:

- 5 Mornings 9am-12pm (8.30am-11.30am at Bognor Regis Nursery School)
- 5 Afternoons 1pm-4pm (12.30pm-3.30pm at Bognor Regis Nursery School)

CHILDCARE FEES 0-3 YEAR OLDS

If eligible, families can access up to 30 hours of Working Family Funding per week, term time only, which can be used to access up to 5 days of core sessions which can be taken as the following:

5 days 9am-3pm* (6 hours)

*A hot lunch is available to purchase during full day sessions, at a cost of £4.50 or families can provide a packed lunch for free. Please note it is not possible to mix and match hot lunches and packed lunches

Families will be asked to provide a valid funding code prior to their child starting at the nursery. If families do not receive a funding code all sessions will be payable in full. Any sessions requested in addition to the 15 hours funding will be payable in full.

Bognor Regis Nursery School Childcare Fees for Unfunded Sessions:

Session	Timings	0-2 Year Olds Cost	2-3 Year Olds Cost	3-4 year Olds cost
Breakfast	8.00am-8.30am	£6.00	£5.50	£4.50
Early Start	8.30-9.30am (<i>for 30 hrs children</i>)	£11.00	£10.50	£8.00
Morning Session	8.30am-11.30am	£35.00	£25.00	£18.00

Hot Lunch	11.30am-12.30pm	£10.00	£10.00	£10.00
Packed Lunch		£5.50	£5.50	£5.50
Afternoon Session	12.30pm-3.30pm	£35.00	£25.00	£18.00
Tea Session	3.30pm-5.00pm	£18.00	£14.00	£10.50

Boundstone Nursery School Childcare Fees for Unfunded Sessions:

Session	Timings	0-2 Year Olds Cost	2-3 Year Olds Cost	3-4 year Olds cost
Breakfast	8.00am-9.00am	£11.50	£10.50	£8.00
Morning Session	9.00am-12.00pm	£35.00	£25.00	£18.00
Hot Lunch	12.00pm-1.00pm	£10.00	£10.00	£10.00
Packed Lunch		£5.50	£5.50	£5.50
Afternoon Session	1.00pm-4.00pm	£35.00	£25.00	£18.00
After School Session	3.00pm-4.00pm (<i>for children doing 'long' 9am-3pm days only</i>)	£11.50	£8.50	£9.50
Tea Session	4.00pm-5.00pm	£11.50	£10.50	£8.00

Chichester Nursery School Childcare Fees for Unfunded Sessions:

Session	Timings	0-2 Year Olds Cost	2-3 Year Olds Cost	3-4 year Olds cost
Breakfast	8.00am-9.00am	£11.50	£10.50	£8.00
Morning Session	9.00am-12.00pm	£35.00	£25.00	£18.00
Hot Lunch	12.00pm-12.45pm	£10.00	£10.00	£10.00
Packed Lunch		£5.50	£5.50	£5.50
Afternoon Session	1.00pm-4.00pm (<i>12.45-3.45 for 3-4 year olds</i>)	£35.00	£25.00	£18.00
After School Session	3.00pm-4.00pm (<i>for children doing 'long' 9am-3pm days only</i>)	£11.00	£8.50	£9.50
Tea Session	4.00pm-5.00pm	£11.50	£10.50	

CHILDCARE FEES 3-4 YEAR OLDS:

All children are entitled to 15 hours of Nursery funding per week. This can be taken as:

5 morning sessions or 5 afternoon sessions (see tables above for individual Nursery School session timings)

A limited number of 2.5 day places are also available at Chichester Nursery School ONLY:

Beginning of the week: Monday and Tuesday 9am-3pm* and Wednesday 9am-12pm
End of the week: Wednesday 12.45-3.45pm, Thursday and Friday 9am-3pm*

Any sessions requested in addition to the 15 hours funding will be payable in full.

*A hot lunch is available to purchase on long days, at a cost of £4.50 or families can provide a packed lunch for free. Please note it is not possible to mix and matches hot lunches and packed lunches

30 Hours Funded Entitlement

If eligible, families can access an additional 15 hours of Working Family Funding per week, term time only to give 30 hours funded sessions per week. 30 hours funding is offered as 5 full days, 9.00am-3.00pm* (9.30am-3.30pm at Bognor Regis Nursery School)*

Families will be asked to provide a valid funding code prior to their child starting at nursery. Any sessions requested in addition to the 30 hours funding will be payable in full.

If families do not receive a funding code they will only be entitled to 15 universal funded hours and any sessions in addition to this will be payable in full.

**A hot lunch is available to purchase on long days, at a cost of £4.50 or families can provide a packed lunch for free. Please note it is not possible to mix and matches hot lunches and packed lunches*

REFUNDABLE DEPOSITS FOR BABIES (WORKING FAMILY FUNDED & PAID FOR PLACES)

Due to the need to 'hold a space' open for families requesting a place for a baby, where a place is often booked a long time in advance of a child starting) we will ask for a deposit of £100 to secure a child's place, which will be charged as soon as the nursery has confirmed that a place has been allocated. This is for working families and families who pay for their Nursery place only.

When a child takes up their place, the £100 will be refunded in full at the end of their first month in Nursery. For families who fail to take up a place that has been requested and confirmed, this £100 will not be refunded.

CONTRACT FOR PAID-FOR SESSIONS

For any paid-for sessions the Nursery and family will sign a contract, agreeing for their child to attend a set number of sessions a week. All sessions are term time only. At Bognor Regis and Chichester Nursery Schools Parents/carers can choose to take up sessions in the school holidays but any sessions taken in the holidays are payable in full.

Holiday club sessions at Bognor Regis and Chichester Nursery Schools will be invoiced before the holiday club is due to start. Cancellation of sessions less than one month before the start of the holiday club will result in a 50% refund of fees/reduction in fees due. Cancellation of sessions 2 weeks before the start of the holiday club or less will result in a 0% refund and holiday club fees will be payable in full for all sessions booked

The Up to 3s', who provide wraparound and holiday care for Nursery School are closed each year between Christmas and New Year and for a week at the end of August. In addition to this we close for 5 INSET days per year and all statutory public holidays; you will not be charged for these days.

DEPOSITS

Parents whose children are taking up any paid-for sessions are asked to pay a non-refundable administration fee of £15 plus a security deposit of one month's fees before their child starts. It is explained to parents that this deposit does not count towards the first month's fees and will be held until their child leaves the Nursery and taken off the final bill.

The deposit will be kept in the case of unpaid fees. This deposit is non-refundable should the parents decide not to take up the place. This is because a place will need to be kept free until they start. This also applies to any parents/carers who request regular extra sessions after they have taken up their Nursery School / Under 3s' place or at any other point during the Nursery year.

FEES AND LATE PAYMENT PENALTIES

Nursery invoices are sent out electronically on the 19th day of the month and payment is expected by the 1st day of the next calendar month. Payment can be made by electronic bank transfer, tax-free childcare or childcare vouchers. At Bognor and Boundstone Nursery Schools, payment can also be made by card,

Failure to pay by the 1st incurs a £10 late payment charge. Fees not paid by the 10th of each month incur a further £10 charge. Nursery fees are payable one month in advance on a non-refundable basis for absences (planned or unplanned).

Parents will be charged for sessions even if a child does not attend, for example, due to illness or holidays. We require four weeks' notice in writing (email will suffice) to reduce or stop your childcare sessions completely.

PAYMENT RECLAMATION

If a parent or carer has not paid their bill by the 10th, a member of the administration staff or a member of the SLT who knows the family well, will make a sensitive query to discuss when a payment can be expected. Depending on the reasons for the failure to pay, a number of options may be taken (e.g. an agreed repayment plan; a reduction of childcare sessions, funding through college, Care2learn, etc.)

If nursery fees remain unpaid for a second month with no reasonable explanation, childcare sessions will cease, to avoid placing the parent into significant debt. Where possible, the childcare place will be held until the fees are paid in full, at which time parents may restart childcare sessions. This cannot be guaranteed however, as the nursery must maintain high capacity to cover running costs.

At Chichester Nursery School, children who occupy C and D (split week) places and whose parents and carers are persistently late in paying for lunches will be advised that hot lunches will be ceased for their child and they will have to provide a packed lunch.

At the point of a child's departure from nursery, any unpaid fees will be deducted from the initial deposit. If unpaid fees are in excess of the deposit, again, parents will be solicited for payment. If parents and carers fail to pay unsettled bills their details will be passed to West Sussex County Council, Litigation Department for the collection of outstanding payments.

FINANCIAL DIFFICULTIES

We recognise that parents may experience short term financial difficulties, especially when first applying for Universal Credit or educational grants. At Bognor Regis, Boundstone and Chichester Nursery Schools, we hope to support parents through financial difficulties and work together to minimise disruption to the child's care and education. The sustainability of childcare provision depends on the timely collection of nursery fees and our procedures aim to establish a protocol for the sensitive collection of unpaid fees.

LATE COLLECTION FEE

We expect parents/carers to collect their children promptly at the end of their session to ensure minimum staffing ratios are maintained at all times. If a parent fails to collect on time a member of staff will attempt to make contact with the parent or carer by phone with the expectation that they collect their child as soon as possible. If a child is collected late, then staff may have to stay on beyond the end of their shift to ensure the correct ratios of staff. If a child is not collected within 10 minutes of the end of the session the child will be taken through to join the next session and the parent will be reminded of the session finishing time and advised that if there is a future late collection they will be charged a £15 'Late Collection Fee'. If a child is collected more than half an hour late we will continue to make contact with a parent or carer and they will be charged the price for the full session. **Please note, continued late collection may result in your child's sessions being removed.**

At the end of the day, if a child has not been collected after 10-15 minutes, a member of staff will try to contact the parent by telephone. Pick up any time after 5pm will incur an automatic charge of £20. If we are unable to make contact with parents/carers or any of the emergency contacts listed for a child after half an hour at the end of the Nursery day, we will contact Children's Social Care.

NAPPIES AND WIPES

We do not make any charge for consumables for any age group, whether taking up a funded or paid for place, instead parents are asked to supply nappies, wipes, formula milk and any other items for their children. However, if these are **not** provided this will incur an additional charge on your invoice. For current charges please speak to the school office.

ABSENCES

If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the School Leaders' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalisation. However, for absences up to 5 days all sessions must still be paid for. If your child is absent for more than ten days, you have not contacted us and we have been unable to contact you, we will assume you no longer require the place with immediate effect and you will be charged for any outstanding fees. With our responsibility to safeguard all children we will continue beyond this time to try and make contact to establish the welfare of the child and family.

POLICY REVIEW

The Fees & Charging Policy will be reviewed in July each year, however we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families in writing.

Date: Summer 2026
Summer 2027

To be reviewed:

Appendix 1

Table of Charges

AREA OF CHARGE	AMOUNT
Deposit for accepting a Baby Place <i>(refunded once a child starts attending)</i>	£100
Deposit for paid-for sessions <i>(must be paid before a child starts paid-for sessions and is returned when child stops paid-for sessions or in last month's bill when leaving Nursery)</i>	1 month's fees
Administration Fee <i>(only for families paying for sessions – non-refundable)</i>	£15
Late Payment Fee	£10 (and £10 thereafter)

	for every 10 days not paid)
Late Collection Fee	£15 Cost of the next session if longer than half an hour £20 after 5pm