

Safeguarding and Welfare Requirement: Information and Records. Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting and to help ensure the needs of all children are met.

Fees and Grants, Including Early Years Grant Funding

Policy Statement

Sessions are held in the dedicated Hook Village Nursery rooms, within Hook Community Centre, from 9.00am - 12.00pm and 12.00pm – 3.00pm each day of the academic year. The Nursery is able to provide a maximum of 20 places per session for children aged between 2 years and 5 years old.

The Nursery offers flexibility to all children within these session times, including a later finish for the morning session to include lunch, or an earlier pick up for both sessions as well as a Breakfast Club commencing at 8.30am and of course, attendance to both sessions.

To receive the Government Nursery Universal Grant a Nursery must be registered with Ofsted, which requires pre-schools to comply with the Early Years Foundation Stage Welfare Requirements. These Standards promote a good quality of child care, but they demand a great deal from pre-school staff and the voluntary committee. Many hours are spent meeting requirements in record keeping, form filling, planning, evaluating and updating/writing policy documents. Staff are required to attend various training courses which pre-school must fund and then pay for the subsequent staff cover needed. Preschool is required to address Special Educational Needs issues and may need to fund these. Unfortunately it only funds 38 out of the 39 weeks of term time. The non funded week will be usually be made up of Inset Days, usually at the beginning of each Term.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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Procedures

The Nursery Education Universal Grant is provided for every eligible two, three and four year old, and is intended to fund a maximum of five 3 hour sessions per week for 12/13 week periods (13 Weeks Autumn term, 12 weeks Spring term and 13 weeks Summer term).

Once a child exceeds 15 hours or the maximum amount of funding per term, fees will be charged per session (£23.00 for 2 year olds and £20.00 for 3+ year olds for each 3 hourly session.) Unless the family is eligible for the Extended Grant – please see relevant policy.

Once grant funding is started and a child exceeds their weekly allowance, the latest hours added to their attendance shall be fee paying e.g. a child attends three hours per day Monday to Friday = 15 hours. The child then adds Monday PM which makes a total of 17 hours. Fees will be charged for the Monday PM session.

Should a child commence the Nursery exceeding their funding, fees will be charged to the last hours of the week e.g. the child starts Monday 6 hrs, Tuesday 6 hrs, Wednesday 3 hrs and Friday 3 hrs = 18 hours. There will be a 3 hour will be charged for the Friday.

If a child attends an ad hoc session these hours will be invoiced, and if the child exceeds 15 hours in that week, despite having available grant for the term, we shall have to charge for the extra hours to ensure adequate grant is in place for the remainder of the academic year.

Early Years Pupil Premium Funding

This grant is available for all children from lower income families. To find out if a child qualifies the parent must complete an application form which is available from the Nursery.

This funding goes directly to the Nursery to enhance your child's preschool learning and is extra to grant fee payment.

There is a refundable deposit on joining Hook Village Nursery of £30.00, which is deducted off the first terms invoice (for children in receipt of two or three year old grant funding the £30 will be refunded once the child leaves Nursery.) If a place is booked and the child does not start, the deposit will be kept by the Nursery.

Nursery Education Grants are paid directly to the pre-school.

Nursery sessions are held in dedicated facilities within Hook Community Centre and the license is with Hook Village Halls Association.

Nursery Education Grants are non refundable.

For fees payable by parent or carers for children or sessions not covered by the nursery education grant, the following applies:

The fee for each session is £23.00 for 2 year olds and £20.00 for 3+ year olds for each 3 hour session. These rates are subject for review prior to the start of each new Academic year. The fees are payable within the first two weeks of each term, although flexible payment arrangements can be agreed individually with the Treasurer. We accept childcare vouchers please contact the Treasurer to arrange this.

Fees are non-refundable in cases of absence, holiday or illness, unless 4 weeks prior notice has been given.

Should fees not be paid and alternative arrangements not agreed with the preschool, a letter signed by the management committee requesting payment of outstanding fees within 14 days after the date fees were due will be sent to parents. Should no further attempt be made by the parents to agree any alternative arrangements the matter will be referred to our legal advisor, and the child's place withdrawn.

If the pre-school has to close for more than two consecutive sessions then fees paid will be refunded.

Parents and carers are required to give at least 4 weeks' notice in writing if a place is no longer required for their child. Any fees paid will be retained if notice is not served.

If 4 weeks written notice of absence is given, then only fees shall be discounted for the relevant days, as specified on the EY4P (Parental Notice of Declaration) if applicable. The grant hours cannot be discounted.

Legal framework

Relevant Acts of Parliament that form the foundation of the legal requirements for this policy or procedure:

Equalities Act (2010)

Safeguarding Vulnerable Groups Act (2006)

Children Act (1989 s47)

Protection of Children Act (1999) ☒ Data Protection Act (1998)

The Children Act (Every Child Matters) (2004)

Further guidance

Can be found at www.legislation.gov.uk, or www.hse.gov.uk, or other government websites.



Signed on behalf of Hook Village Nursery
Chairperson

Updated February 2022