



## **Nursery Childcare Provision Policy**

This document sets out the responsibilities of all those concerned with organising and taking part in additional Nursery Childcare at Barnes Infant Academy.

This policy is written with reference to the Academies policies of admissions, inclusion, equal opportunities, promoting positive behaviour, health and safety and charging and remission.

### **Free Nursery Childcare Provision**

Barnes Infant Academy offers 3 and 4 year olds 15 hours free weekly nursery education over 38 weeks a year during term time. This 15 hour free entitlement is offered over 5 x 3 hour sessions on a morning or afternoon.

In 2017, the Government increased free childcare to 30 hours for eligible working families of 3 and 4 year olds in England. This is an additional 15 hours on top of the 15 hours available to all parents of three and four year olds. For additional information on 30 hours free childcare and to check eligibility, please visit <https://www.childcare-support.tax.service.gov.uk/par/app/applynow>.

Barnes Infant Academy offers the following Nursery attendance patterns:

Mornings	8.45am - 11.45am
Afternoons	12.45pm - 3.45pm
Full Time	8.45am - 11:45am and 12:45pm – 15:45pm

Nursery Application Forms are available from the school office. You must be able to evidence your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the admission criteria by order of priority.

### **Additional Nursery Childcare Provision**

Barnes Infant Academy can offer chargeable morning or afternoon sessions during term time. This is available for a child who already has a 15 hours free entitlement place, to facilitate a full time place. This provision exists to provide high-quality Nursery childcare for all our parents and carers.

Only children attending Barnes Infant Academy are eligible to access the additional Nursery Childcare provision. Additional 15 hour sessions are available on a termly basis, subject to availability.

The cancellation of the free 15 and 30 hour entitlement can be made at any time. To cancel additional Nursery Childcare sessions, 4 weeks' notice is required.

### **Costs**

Additional Nursery Education is an optional extra and as such the Trust Board will charge parents/carers for providing this service. Charges are reviewed annually and the Trust Board reserves the right to increase costs accordingly. Parents and carers will always be given notice of any changes.

**Additional sessions are charged at £75.00 per week.**

This fee covers the cost of staffing, equipment and resources and utilities.

### **Nursery School Lunches**

All children have the option to stay for a school lunch. The lunch period will take place from 11.45am to 12.45pm.

Children who stay at school for lunch can choose from a variety of nutritious options. Every meal is freshly prepared daily and there is a huge variety of meals that your child can choose from including fish and chips, roast meals with vegetables, jacket potatoes with a choice of fillings, lasagne and a range of sandwiches and salads. There is also a vegetarian and halal option available every day.

Unfortunately, we do not have appropriate storage facilities for packed lunches brought from home. Therefore, NO 'home' packed lunches are allowed for health and safety reasons.

The school is able to cater for any special dietary requirements. Parents must provide written information from a Doctor or Dietician about their child's needs. Please discuss any requirements with Mrs Ashleigh Hughes.

**Nursery School lunches are charged at £4 per day, £20 per week.**

### **Receiving Payments**

The Academy accepts payment by cash, cheque, online via the Sunderland City Council website or through a childcare voucher scheme. Restrictions are in place for childcare voucher schemes, meaning the vouchers can only be accepted towards childcare services, such as breakfast club, after school club, additional Nursery education and nursery lunches.

It is expected that payments are made to the Academy at least one week in advance

for services. Payments can also be accepted for longer periods, such as monthly, half termly or termly, where appropriate. All payments are managed at the school office.

### **Refunds and Credits**

If payment has been made but the child was absent and did not attend the additional hours then the monies will be carried forward to the next session of attendance. This is known as a credit.

### **Unpaid Fee Collection**

Arrears of payment are not permitted. Where services are provided and fees are unpaid following numerous contacts, the Academy will initiate debt collection procedures. Continued non-payment could result in legal action, and if necessary court summons. The case could be passed to the Small Claims Court and non-payment can result in County Court Judgements (CCJ's) being added to the individuals credit rating.