



## **Chertsey and Dorking Nursery Schools and Mole Valley Family Centre**

### **CHARGES AND REMISSIONS POLICY**

#### **Statement of Policy**

Chertsey and Dorking Nursery Schools and Mole Valley Family Centre aims to value each child as an individual to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the Centre's policy for charging for the provision of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child or family is prevented from participating because of financial circumstances.

#### **Activities in the Nurseries**

##### **Funded Entitlement**

All children are entitled to funded nursery education for 5 sessions per week for 3 hours per day from the term after they are three (NB. for children born on or after April 1<sup>st</sup> the entitlement to 5 x 3 hours funded nursery sessions per week starts in the autumn term after they are three). Some families are also entitled to an additional 15 hours of funded entitlement if their family working circumstances meet criteria.

Children in receipt of Funded Entitlement for Eligible Two year olds (FEET Funding) from the local authority are entitled to 5 sessions per week for 3 hours per day from the term after they are two, depending on places available in the 2 year old nursery provision. From April 2024 some families of eligible two year olds are entitled to 15 hours of funded sessions if their family working circumstances meet criteria.

##### **Extended Care**

In line with government requirements, all extended care is subject to a fee. This applies to: holiday clubs, lunch club, breakfast club, extended day sessions, early drop off, late pick up and for nursery education and care for children aged from 2 years until the term after they are 3 years old.

A deposit is required from all families who have accepted a fee paying place. This will be refunded in the last invoice before the child is entitled to funded provision. Deposits will not be refunded if families choose not to take up their place.

#### **Activities in the Family Centre**

Where a charge is made for Family Centre activities a reduction may be made for individuals in exceptional circumstances when recommended by relevant professionals and at the discretion of Family Centre Manager.

#### **Activities in both the Nurseries and Family Centre**

We may ask parents for voluntary contributions towards the cost of a trip or educational activity, including activities such as Forest School and Woodland Adventures, but a contribution is not obligatory. Families on low income or in receipt of certain benefits may be entitled to a full or partial remission of charges when asked for a contribution. This is at the discretion of the Executive Headteacher / Head of School/ Family Centre Manager.

When an educational trip or activity has been organised and a contribution invited from parents, no child will be excluded from the trip because his/her parents have not made a contribution. However, we reserve the right to cancel the trip or activity if insufficient contributions are received. Any contributions already given will then be returned to the giver.

Once a voluntary contribution has been made, the general policy is that there will no reimbursements for absentees on the day unless this would create hardship for the family. Children will be treated equally regardless of the amount of voluntary contribution made by their parents/carers.

We ask for a termly voluntary contribution of £10 per child in the Nurseries to support costs of items such as play dough, cooking, Forest School, etc.

The organisation normally charges a fee for the use of the premises by external groups, except in exceptional circumstances and at the discretion of the Executive Headteacher / Head of School/ Family Centre Manager.

**Freedom of information Act**

In line with the Freedom of Information Act the Centre will provide information requested, but may impose a charge to cover the costs of photocopying and/or printing.

**Approved by the Governing Body:** September 2023

**Review by:** September 2025

Relevant for:-

<b>Family Centre:</b> Yes	<b>Nursery:</b> Yes	<b>Parents:</b> Yes
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Policy based on Surrey County Council Model Policy: August 2017.