



Bedford
Nursery Schools
Federation

CHARGING POLICY

Reviewed. June 2024

Adopted by Governors July 2025

To be reviewed July 2026

Introduction to Charging Policy

The Governors of Bedford Nursery School's Federation have compiled the following policy that relates to the charging for services at Nursery School.

Please find attached the following documents which Relate to the Policy;

- a) Appendix A – A list of Charges for Nursery School (2 years and 3,4 5 years)
- b) Appendix B – A list of late fees

Early Years Funding

- 2 year old children who are deemed eligible by the Local Authority receive 15 hours free education per week. 2 year olds of working parents may be entitled to 15 hours per week free funding.
- All 3 & 4 year olds receive 15 hours free education per week. (Funding is received the term after the child has turned 3 years). 3& 4 year olds of working parents may be entitled to 30 hours per week free funding.
- Children in the reception year access a full time place and receive full government funding.
- We do not charge for any activity that is undertaken as part of the EYFS.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the costs to the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children who parents have not paid any contribution. We do not treat these children differently from any others.

The school is funded by the Local Authority, no fees are charged for the 15/30 hours free education. We do however, ask all parents to give a voluntary contribute of £1 per week to our school fund, which helps towards buying food for the children's snack and also enables us to provide any extra items for cooking, gardening, sewing or mending of equipment, minibus trips and the buying in of external agencies, i.e. entertainers, workshops etc.

Provisions

We have 2 sites, Peter Pan & Cherry Trees Nursery Schools.

- 2, 3 and 4 year old children will be based at both sites.
- Children in our reception classes are also based at the Nursery School and will be fully funded. They will only be charged for attendance if they come in from 8am to 9am or 3.30pm to 5pm.

Nursery School Day

(See appendix A for current charges)

These are facilities that provide care for children, and which operate during one or more of the following periods.

- Before School 8am to 9am
- Morning 9am to 12pm
- The lunch time 12.00 to 12.30pm
- Afternoon 12.30pm to 3.30pm
- After School 3.30pm to 5pm

Before and afternoon sessions

The before and after school sessions can be accessed by all children at our sites. We currently offer limited free spaces in our breakfast and after school club for disadvantaged children.

Hot Lunch

Children who attend over lunch will receive a hot dinner prepared by the local Primary school which meets the school nutritional standards required. If a child is entitled to a free school or they are a reception child, they will not have to pay for this lunch.

The current charge for a hot meal is £2.20.

Please discuss with a member of the leadership team if you have any specific requirements.

Additional Sessions

At the beginning of term sessions are allocated based on request made by parents subject to availability. However it may be possible to access additional sessions at the Nursery Schools.

Bookings are made through the appropriate school office and once a place is confirmed it is yours until you give notice to leave.

Cancelling or amending bookings

We require 2 weeks' notice to permanently cancel or amend a booking. This is to enable us to offer the place to another family and to ensure that staffing ratios are correct. In exceptional circumstances the notice period maybe reduced (by the EHT/SBM)

If a child is absent for any reason (illness, holiday) we are unable to refund fees for any missed sessions.

If we have notice of a child's absence before 9.30am and have not ordered a hot meal, then the cost of a meal will be credited to the next half termly invoice.

Emergency/one off chargeable bookings

These will be taken subject to availability and payment should be made on the day of booking, this includes hot meals. It will not be invoiced but a receipt will be issued. If an emergency booking is made on two or more occasions on consecutive weeks it will be deemed a regular booking and will be invoiced and charged accordingly.

Invoices

An invoice will be issued half termly. Parents will only be charged for any hours booked above the free funded hours (if eligible) and any hot meals. Payment must be made by the date specified on the invoice. Payment is accepted by BACS, cash or childcare vouchers or taxfree childcare account. Payments should be made in a named envelope and a receipt will be issued from the member of staff to whom payment is made. Any invoice queries should be directed to the School Business Manager.

Invoice reminders will be sent out if payment is not received within the allocated time. Parents may be charged an Administration fee of £10 if payment is received late.

Payment Problems

If parents have any queries regarding the charges or problems making payments then they must contact the School Business Manager immediately to discuss the issue. The enquiry will be dealt with in confidence and we will try to be as flexible as possible. Parents will be asked to agree to a schedule of payments. We will pursue outstanding fees. We reserve the right to reduce a child's sessions down to just the funded number of hours until the outstanding debt is repaid. Unfortunately if payment schedules are not met or fees are not paid before leaving the federation we may have to refer the case to Bedford Borough Council legal department. Please see our debtors policy for more details.

Refunds

In exceptional circumstances refunds may be given to parents in relation to childcare fees. This will be agreed by the EHT or will be agreed by governors if the period is longer than a week. If the school or classes have to close (i.e. due to a pandemic) then parents will receive a refund for their fees.

Children with additional Needs

Where a child has additional needs and request additional hours (paying sessions), this must first be agreed with the SENCO. They may incur extra charges (over and above the stated fees rate). This would be looked at on a case by case basis by the Finance Committee.

Security/Collection of children

In all cases only parents/carers who have been nominated on the registration form will be allowed to collect children from nursery school.

Parents must inform staff if an unknown person will be collecting their child. We operate a password system in the nursery schools and the person collecting should be given this password and have some form of ID with them.

Staff will not let any child go with an adult that is unfamiliar to them until their identity has been fully established. In some cases this may necessitate a phone call to the parent or carer to double check.

Late pick up

Parents must inform the nursery school as soon as possible if the parent or nominated person is unavoidably delayed.

The following numbers should be used:

Peter Pan Nursery School: 01234 350864

Cherry Trees Nursery School: 01234 354788

On the first instance of lateness a warning will be issued. All instances of lateness will be recorded in a late book which the parent must sign at the time of collection.

The nursery schools operate a late collection charge- see appendix B.

These charges are payable immediately, in case where a parent has no money on them the charge must be paid the next time the child is in.

For any child that is not collected within 1 hour of end of the session and where no contact has been made by the parent/carers, we will be required to inform the Duty Social worker and the child will be handed over to their care.

If there is consistent lateness, the EHT may decide that the child should be booked in for the full additional sessions and the corresponding charges.

Other Charges

The Head Teachers, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a full copy of an OFSTED report, personal phone calls or personal photocopying and copies of photos taken in school.

Charges relating to Lettings and Training or teacher support, please see separate Lettings Policy.

Remissions

Governors have the right to make an exception to this charging policy in exceptional circumstances which will be decided on a case by case basis.

Appendix A From September 2025

Sessions	2 year olds	3 years and over
Hourly charge above any funded hours	£7	£5.50

There are no discounts available on the fees.

The above fees are only charged on hours above the funded weekly hours that a child may be entitled to.

Hours must be attended within the session times offered.

The sessions times are as follows;

Breakfast Club 8am to 9am

Morning Session 9am to 12pm

Lunch 12pm to 12.30pm (this can only be booked when doing a morning and afternoon session consecutively).

Afternoon session 12.30pm to 3.30pm

Tea club 3.30pm to 4.30pm or 5pm

Appendix B

Late Fees	2 year olds	3 and over
Every 15 minutes after time due to pick up.	£10.00	£10.00
Every 15 minutes after 5pm	£20.00	£20.00