



Compass Point
Primary School

Nursery Fee Policy (Wrap-around Care and additional hours)

Ratified by the Headteacher	July 2022
Review Cycle	Annual
Review Date	July 2023



1.0 Aims

This policy forms part of the contract with parents/carers and the school with regards to additional costs incurred for additional hours and/or wrap around care in our Nursery (Owl) class.

All children who attend our Nursery provision have either a [15 hour](#) or [30 hour](#) free allocated session.

Compass Point offers additional paid childcare from 8am to 5:30pm if parents would like to top up their free childcare hours. We operate a Term Time Only provision (excluding INSET days) and do not currently provide childcare during the school holidays.

We provide safe, stimulating play-led sessions with a fully qualified Early Years practitioner. Spaces are limited and are dependent on staffing levels.

2.0 Sessions and costs

Breakfast Club	8 – 9am	Monday– Friday	£6.25 per session Includes a free breakfast
Top Up session MORNING	9-11:30am	Monday– Friday 2.5 hours	£15.62
Top Up session AFTERNOON	12:45- 3:15pm	Monday– Friday 2.5 hours	£15.62
Top Up Session ALL DAY	9am – 3:15pm	Monday– Friday 6.5 hours	£40.62
Stay for Lunch	11:45am – 12:45pm	Wednesdays only	£6.25 Please provide a packed lunch or book a school lunch via ParentPay
After School Club 1 HOUR	3:30 – 4:30pm	Monday - Friday	£6.25
After School Club 1.5 HOUR	3:30- 5pm	Monday - Friday	£9.37



3.0 Bookings and Payments

Before booking additional Nursery childcare, parents must complete, sign and return a Fees and Payment Parental Agreement (Appendix 1) form to confirm that you have understood the fees payable and timeframes for payment.

Bookings for additional sessions need to be submitted two weeks before the end of term for the following term to enable us to plan our staffing.

Booking forms are available on our [website](#)

At the beginning of the term, you will receive confirmation that your additional hours are booked and will receipt details of payment due. Payments are made via BACS and must be received within 7 working days of the invoice date. Failure to pay promptly will result in your child's sessions being cancelled.

Please note we can accept childcare vouchers and are in the process of setting up [Tax-Free Childcare](#)

Please contact the office to discuss.

Additional ad-hoc/emergency sessions may be bookable throughout the term subject to availability. Please speak with the Nursery staff.

Please note there is a charge of £2.25 for school lunch (unless your child is entitled to [free school meals](#)). Lunches are bookable in advance on [ParentPay](#). Please ask the office for a welcome letter if you don't have an account set up. Alternatively, please provide a healthy packed lunch.

4.0 Cancellations/Absence

Once a booking has been made and you have received confirmation that your child has been allocated a space for the term ahead, the space cannot be cancelled and fees will still apply. You may be able to move your session if we have availability.

If your child is absent fees will also still apply (except in exceptional circumstances).

Late Collection:

There will be a charge of £1 per minute for the late collection of a child.



Appendix 1: Nursery Fees and Payment Parental Agreement

Before accepting a child onto additional paid sessions we ask that parents complete, sign and return this Nursery Fees and Payment Parent Agreement Form.

Breakfast Club	£6.25 per session
Top Up session AM or PM session	£20.31
Top Up Session ALL DAY	£40.62
Stay for Lunch	£6.25 Lunch not included £2.25 unless you are entitled to Free School Meals
After School Club until 4:30pm	£6.25 per session
After School Club until 5:30pm	£9.37 per session

I declare that I understand that

- All bookings (except emergencies bookings) must be made using the nursery [booking forms](#)
- Bookings should be made at the end of term for the term ahead
- Once a booking has been made and your space has been confirmed your space cannot be cancelled and fees will apply
- Fees are payable 30 days from the invoice date
- Failure to pay fees promptly will result in your child's sessions being cancelled
- Lunch is not included and is charged at £2.25 payable via ParentPay (unless you are in receipt of FSM) or please provide a packed lunch

Child's Name:	
Parent Name:	
Parents Signature:	
Parents Telephone Number	
Date:	

Please return this form to the school office