

# **Rowland Hill Nursery School and Children's Centre**

## **Charging Policy**

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## **WHY DO WE NEED A POLICY ABOUT CHARGING?**

The purpose of this policy is to provide guidance for parents and carers, visitors and customers regarding the charging and remission for school and centre activities. For some of the services we offer, such as trips and outings, the school and centre has insufficient funds to pay for these activities. Consequently all parents and carers will be asked for voluntary contributions. If any parent/carer do not allow their child to take part because of their inability to pay, then the visit will be paid for from "school funds" as happens at present. If more than a small number of parents/carers are unwilling to contribute then the visit may not take place. **No profit will be made by the school or centre.**

## **WHAT ACTIVITIES ARE CHARGABLE?**

1. Training room Hire
2. Visitors
3. Lunch Fees
4. Snack Times
5. Trips and Outings
6. Stay and Play Groups- Open Groups
7. Closed Groups
8. Equipment/Resources Loan and hire
9. Practitioner Lending Library
10. Photocopying and Laminating
11. Childcare

## Charges September 2011-2012

### 1. Training Room Hire

Room Hire between 8.00am and 18.00pm This includes use of the ICT equipment, tables, chairs and roof garden.	£20.00 per hour
Resources – Flip Chart Paper, Pens, Blue Tack,	One off fee of £10.00 per booking
Tea and Coffee and Milk	£3 per person
Breakfast –Fruit juice croissants and pastries	£3 per person
Lunch Sandwiches and Fruit	£5.00 per person
Biscuits and Fruit	£2.00 per person
Room Hire after 18.00pm	£40 per hour
Non refundable deposit	£30.00

### 2. Visitors

Half Day Visit	£5.00
Full Day Visit	£10.00
Tea and Coffee and Milk	£3 per person
Breakfast –Fruit juice croissants and pastries	£3 per person
Lunch Sandwiches and Fruit	£5.00 per person
Biscuits and Fruit	£2.00 per person
Information Pack – Background Information and relevant policies	£5.00 towards photocopying

### 3. Lunch Fees

Children aged under three	The cost of the lunch is included in the fees –see below
Children aged three to four in a community place	£2.20 per day

Children aged three to four topping up their fifteen hours grant place for childcare	The cost of the lunch in term time is included in the fees –see below
Children aged three to four taking their fifteen hours grant place over three days (having lunch on two days)	£2.20 per day

Children aged three to four topping up their fifteen hours grant place for childcare will need to bring a packed lunch in the holidays. Rather than increase the fees in the holidays we provider staff cover only and not food in the holidays.

Lunch fees must be paid every Friday for the following week. If fees are not paid the finance officer will speak to the parents in the first instance of the week the fees are due. If the lunch fees have still not been paid the will be referred to the senior staff and may result in the parent collecting their child for lunch until lunch areas have been paid.

You can get free meals if you get one of the benefits or NASS support shown below.

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowances ESA(IR)
- Child Tax Credit providing you are not entitled to Working Tax Credit and your annual income as assessed by Revenues and Customs is below £16,190
- Guaranteed Element of State Pension Credit
- Or if you are supported by NASS and supported under Part VI of the Immigration and Asylum Act 1999 you must provide your NASS reference number.

If this is your first application for FSM you should submit **one** of the following:

- A letter from the Child Benefit Agency (the letter must give the child(ren's) names and for a clothing grant your child's medical card also.)
- A long/full birth certificate showing your child's name and parent(s) names.

Ask in the office for a free school meals form.

#### 4. Snack Times

For Children in the nursery and in the centre we will provide water and fruit.	Please bring in fruit when you attend or make a voluntary contribution of £1.
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#### 5. Trips and Outings

Depending on the location of the trip this will vary. It will include a small gift from the gift shop if there is one.	Between £2-£15. We will write to you explaining the cost of the trip and what we would like as a voluntary contribution.
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#### 6. Stay and Play Open Groups

Open to all on a drop in basis	If you are able to pay we would invite you make a voluntary contribution of £1 in addition to the Snack contribution for your child.
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#### 7. Closed Groups

Families book in and attend a set number of sessions per term	If you are able to pay we would invite you make a voluntary contribution of £1 in addition to the Snack contribution for your child.
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#### 8. Equipment/Resources Loan and hire

Face Paints	£10.00
Folding Chairs	£0.50 per chair
Folding Tables	£5.00 per table

If any items are damaged the hirer will pay the full cost of replacing the items.

## 9. Practitioner Lending Library

Non refundable deposit	£4.00
Staff at Rowland Hill	Free
Parents and Carers at Rowland Hill	Free
Other practitioners	£1 per book

borrowing them.

## 10. Photocopying and Laminating

Per sheet photocopying	£0.50
Per Sheet laminating	£0.50

## 11. Childcare

Weekly Rates

Age Range	Charge	2 <sup>nd</sup> Child discount
2-3	£200	£150
3-4	£175	£131.25

Dailey Rate

Daily Users (including Easter, Christmas, half terms and Summer Holidays when the center is open.)

Age Range	Charge	2 <sup>nd</sup> Child discount
2-3	£40	£30

## **HOW DO WE PUT THIS INTO PRACTICE?**

**Contracts:** You need to complete a contract for these services.

**Registration:** To secure your place, a deposit of two week's fees must be paid prior to admission.

**Payments:** Once your child is attending the fees are due every Friday (or the last day your child attends each week if part time) for the following week, by your chosen method of payment.

Payment methods: We accept cash, cheques made payable to Rowland Hill Nursery School and backed with a cheque guarantee card and various voucher payments. If you would prefer to pay by direct debit or standing order please request our bank details. All payments need to be in a clearly marked envelope with the child's name and amount enclosed and it is preferable to hand these to the Receptionist in the morning.

**Notice of termination:** we require one months written notice in advance or one months fees in lieu of notice The two weeks deposit will be used as payment for the final two weeks fees.

**Provision breaks:** In exceptional circumstances it may be possible to take your child out of the Centre for a period of no longer than 4 weeks due to compassionate reasons, and a retaining fee of half the normal weekly fee would be payable in order to keep the place secure. For any period longer than 4 weeks, the place will be forfeited and allocated to another child on the waiting list.

**Arrears:** If the fees are not paid by Friday (or the last day your child attends each week if part time) for the subsequent week, you will be issued with a "First Arrears Letter" on the Monday informing you that the place will be suspended from Tuesday and you will not be allowed to bring your child into the Centre until the weekly fee is paid. For persistent non-

payment, a "Second Arrears Letter" will be issued, and the involvement of Haringey Council Legal Services will be sought for the recovery of the debt. It is possible for a parent/carer to have a Debt Recovery Agreement put in place whereby regular repayments of the arrears, as well as the normal weekly fee, are agreed to. The parent/carer will sign this agreement, receive a copy and the other is filed in the Fees folder. The child will be allowed to attend as long as the agreement is adhered to. It is necessary for any arrears payments to be made in cash, cheques are not acceptable.

**Loss and damage:** Please note that we cannot accept responsibility for loss or damage to jewellery, clothing, buggies or other personal possessions brought on site. All children's items must be named where possible.

**Set Closures** at Easter, Christmas and the Summer Break: We do not charge when we are closed at these times.

**Bank Holidays:** We do not charge for bank holidays.

**Staff Training Days:** We do charge for when we close for staff training days. This is because the staff training benefits your child and is often mandatory.

**Adverse Weather:** We do not charge when the site closes because of adverse weather conditions- Please make sure we have your latest contact details so we can let you when we have to close in an emergency.

Sickness:

**Late Collection Charges:** Unless booked in advance (4 weeks notice) the nursery reserves the right to charge additional fees at 15 minute intervals.

**Late payments and dishonoured cheques:** will attract an admin charge of £25.

**Room Booking procedures:** You need to complete a room booking form at least two weeks before your event.

### **Sharing this policy with parents and staff and governors**

The policy is contained within the Rowland Hill staff shared network, which all staff have access to. The policy will be discussed with new Governors as part of their induction. This policy is reviewed annually with reference to the Local Authority.

### **Evaluate and Review the Policy**

The policy will be displayed in the foyer visible to parent/carers. Governors will have a copy of the policy. Staff, students and part-time staff are given the policy in their induction to the centre.

**Ratification**

This Policy was reviewed in .....

This policy was ratified by Governors in: (Name of Governor meeting)

.....

Date:.....

Signed by chair of Governors or Governor Representative:

Print Name: .....

Signed: ..... Date: .....