

Session Patterns & Charging Structure

- September 2024

Our Nursery at St. Joseph's Catholic Primary School provides a warm, friendly, fully inclusive environment designed to promote happy, positive and fulfilled children. Working in partnership, we enable each child to grow and develop to become confident, independent and ready for the next stage in their education.

In our Nursery we are offering a range of sessions, which we hope will suit your needs and we have outlined these below/overleaf, with their associated costs. We look forward to working with you to nurture and develop your child's abilities in a warm and caring environment.

In summary:

- Children can join our Nursery from the School Term that they turn three years old
- Nursery session hours are 9:00 – 15:00 (doors open at 8:45 and last pick up is at 15:15)
- The Nursery is open Term time only
- School meals are available at **£2.90** per day (or children can bring a packed lunch)
- A Nursery day is charged at **£45.00** (6 hour session) unless you are eligible for free childcare.
- This is an hourly rate of **£7.50**



Session Patterns Available	
5 Full Days (30 hours)	Monday – Friday
4 Full Days (24 hours)	Days dependant on availability – please ask
3 Full Days (18 hours)	Days dependant on availability – please ask

Knowing what funding you are eligible for is really important – no one likes surprise bills! However, it isn't always easy to understand. Here is a useful link that might help:

- [HM Government Childcare Choices](#)

If you're uncertain, please contact us for further advice and support: Miss Diane Haslett, Nursery Manager – dhaslett@stjosephsguildford.com

Nursery Charging Structure			
	Session Cost	School Meal <i>(optional)</i>	Weekly Total
5 full days (30 hours)	5 full sessions = £225.00	5 meals = £14.50	£239.50
4 full days (24 hours)	4 full sessions = £180.00	4 meals = £11.60	£191.60
3 full days (18 hours)	3 full sessions = £135.00	3 meals = £8.70	£143.70



Terms and Conditions

These terms and conditions define the basis on which our childcare services are provided for your child. The rules relating to notice and payment of fees are designed to promote stability and enable planning and do not affect your statutory rights.

Free Early Education

- Children of eligible working families aged 2 and all children aged 3 and 4 will receive 15 hours' Free Early Education starting in the next Term after their eligible birthday – NOT the term of their eligible birthday.
- St. Joseph's Nursery will provide this free at the point of delivery and will only charge for additional hours and services. This will be clearly set out on your invoice.
- The 15 hours are taken from the minimum session pattern offer of 3 full days (18 hours).
- Additional hours, above and beyond 15 free hours, will be charged at the hourly rate of £7.50.
- To access the extended 15 free hours (i.e. 30 hours total), parents will need to check their own eligibility and submit their unique reference number to the Nursery; it is the parent's responsibility to renew the eligibility every 3 months.
- If you become eligible for 30 hours' funding, then you will be required to complete another contract for additional contracted hours, and sessions will be agreed, subject to availability.

Amount of fees

- Fees are stipulated in the "Nursery Charging Structure" table.



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Payment of Fees:

(Terms, methods of payment and fees are reviewed annually.)

- Fees are payable Half Termly in advance (payments plans by prior agreement only).
- Fees are payable for *sessions and lunches* booked; in the case of absence, refunds *and credits* will not be given. This applies to *any & all sessions and lunches*.
- Notice of withdrawal, or reductions in sessions *or lunches to be* taken, must be given in writing one Term in advance. This applies to *any & all sessions and lunches*.
- Fees are due in lieu of notice.
- Ad hoc sessions must be agreed in advance and are at the discretion of the Nursery Manager. These sessions will be billed separately.
- Documentation and funding forms (where appropriate) must be given to the School by the date requested.
- All contracts will be charged per Half Term and invoices are payable within 2 weeks of receipt. Where payment is to be made by childcare vouchers, it is your responsibility to ensure that this requirement is met by the due date. For late payment see below.
- Meals and late charges are itemised separately.
- Fees will be invoiced to the person named on the registration form.
- *No refund or credit will be given for* periods of absence due to sickness and/or holidays taken, which fall within your contracted days. No refund will be given in the event that the Nursery has to close due to circumstances beyond its control, such as severe weather conditions, no running water or pandemic outbreaks.
- Once sessions have been agreed, the Nursery cannot swap sessions.
- Fees will be reviewed at least annually. You will be given half a Term's written notice of any changes to session fees. However, school meal fees are subject to change at any time.

Payment methods

- **Card - online payment:** click on your electronic invoice and follow the instructions to make payment.
- **Childcare voucher:** We encourage payment by childcare voucher and can accept vouchers from any provider.
- **Tax-Free Childcare:** we can accept payment from the Government's Tax Free Childcare scheme
- **Bank transfer:** Payments can be made directly into St. Joseph's School bank account, using the child's name as a reference; please ask the Finance Officer for details (finance@stjosephsguildford.com).
- **Standing Order:** This can be arranged as part of a pre-agreed payment plan; please contact the Finance Officer to discuss arrangements (finance@stjosephsguildford.com).
- **Cheque:** Should be made payable to **St. Joseph's Catholic Primary School**. (Please write your child's full name on the back of the cheque)

Non attendance

- If your child is not able to take up their place or has long periods of absence, then the Nursery reserves the right to withdraw their place (or some of their sessions) and offer it (or them) to another child on the waiting list. When your child first starts in the Nursery there may be a settling in period, but they are expected to be using all their agreed sessions by the end of the first Half Term in which they join.

Late collection

- A surcharge of **£25 per half hour, or part thereof**, will automatically be payable if children are not collected by 3:15pm (the Nursery session ends at 3:00pm).
- Surcharges will increase at a further rate of **£25 per half hour** thereafter.



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Late payment

Please note: if you are experiencing financial difficulty please talk to the Nursery Manager as soon as possible who will endeavour to agree a payment plan with you. If no plan has been agreed then the following will apply:-

- In the event that payment is not received on the specified date, you will receive a written reminder.
- If payment is not received within one week of the specified date, you will receive a final notice informing you that a surcharge of £27.50 is now due.
- If payment has not been received 2 weeks after the specified date, registration will be terminated and your child will no longer be able to attend. Any monies owing will still be due to be paid to the Nursery.

School Meals

- School meals, (currently £2.90 per meal, per day) are available each day. When booking, parents must commit to school lunches for a complete Half Term.
- Children who do not book a school lunch must bring a packed lunch.

Support with Child Tax Credits

- It is your responsibility to keep records of your childcare payments and keep invoices and payment schedules for the appropriate time scale.
- Any requests for backdated invoices and payment schedules will incur a charge.

Variation

- There will be no variation to these terms and conditions unless agreed by the Governors of St. Joseph's Nursery, at their entire discretion, and confirmed in writing.

Validity

- If any of these terms and conditions (or part terms and conditions) are deemed unfair or invalid, they shall be severed from the remainder of the terms and conditions and the remainder of the terms and conditions (including any part terms and conditions) shall remain in full force and effect.

Governing Law

- These terms and conditions (and any dispute or claim arising from them or in connection with them) are to be governed by and construed in accordance with the law of England and Wales and are to be covered under the jurisdiction of the English Courts.