Newport Infant and Nursery School, including High Five Provision

Terms and Conditions and Charging Policy

Date of Policy Creation/Last Review	**October 2025** **Review Sept 26**
Policy Lead	**Sylvie Malone/Bryony Burton/Emma Heeley**
Date of Policy Adoption by Governing Body	**September 2026**
Frequency of review	**Annually**
Review Due	**September 2027**

Terms and Conditions

Please help us to provide the highest quality care for your child by reading and adhering to the following Terms and Conditions:

Opening Hours
Our wraparound opening hours are 7.45am – 5.45pm and our nursery hours are 8.45am – 3.30pm, we are neither registered or insured before or after these times.

Late Collection
If parents are late after their booked time they will be charged an additional fee. This is to cover staff wages that we will need to pay. In the event of late collection of children, we will contact people on your child's emergency contacts. If we are unable to contact anyone, we will get in touch with Telford & Wrekin Family Connect team and advise will be followed.

Bookings
Please complete an expression of interest form to tell us which Nursery / Wraparound Care sessions you would like your child to attend. After selecting the sessions that you would like your child to attend each week we will try to accommodate your needs. The Nursery and Wraparound Care Provision is term time only. Please allow 4 weeks' notice when requesting to change or cancel your sessions. However, we will always try to be flexible and cater for your individual needs if we can, so if we have a space available then we may be able to accommodate extra bookings at short notice. Sessions must be booked and confirmed by the Nursery School Administrator in advance of your child starting.

Sickness
It is in the best interest of all children in the Nursery/Wraparound care that we try to keep the spread of infection to a minimum. Parents are requested not to send their child to Nursery if they are suffering from an Infectious disease or if they are feeling poorly. Our policy clearly states 48 hours after the last episode of sickness or diarrhoea.

Fees

1. Fees are charged on a session basis – additional sessions can be booked at the Nursery office.
2. Fees are reviewed annually, and any changes will be notified to parents at least one month in advance.
3. All Nursery and Wrapround Fees are invoiced around the 12th of the month.
4. Invoices state that payment is due 10 days from the date of invoice.
5. Late payment of fees will result in a £10 charge which will be included on your invoice.
6. Parent/Carers picking up late from Nursery or High Five will be charged a £10 late fee, then £5 for every 15 minutes they are left after this. This ensures we cover staff wages.
7. For any payment that is outstanding parents/carers will firstly receive a gentle reminder letter advising them of the outstanding amount due. If still no payment is received a further formal letter will be issued instructing a four-week deadline to pay, and the additional late fee of £10 will be added. If still no payment is received parents will receive a third letter advising that outstanding balances will be passed to Telford & Wrekin Council who will take

the necessary steps to recover the outstanding balance and the child's place will be terminated.

8. If at any time a parent/carer goes into arrears with their Nursery/Wraparound fees we will reserve the right to withdraw the child's place, and their child will revert to funded sessions only (nursery).
9. Parents/Carers who are having financial difficulty are requested to contact the Nursery to implement a suitable payment plan. We want to help and support and stopping the provision is a last option.
10. Full fees are charged if your child is absent due to illness.
11. Parents/Carers are expected to give four weeks' notice to cancel their place or amend their booking pattern.
12. For nursery children, if the child does not attend and the Nursery is unable to contact the Parents/Carers, their place will be terminated, and they will be charged all outstanding fees plus the four weeks' notice period.
13. Parents/Carers who access over their 15/30 hours grant funding will be invoiced accordingly for lunches and extra sessions used.
14. Fees will still be charged for snow days when nursery/wraparound is closed.
15. Parents/Carers who apply for funding to pay for their childcare fees are requested to complete a funding declaration form.
16. Payment is to be made by online banking, childcare vouchers, government gateway. Nursery fees do not include nappies or baby wipes these are to be provided by the parents/carers.
17. Nursery and High Five sessions include a snack, as part of the fees paid.

Nursery Sessions – Chargeable extras 26/27

Please find below the cost of chargeable extras set out below at Newport Infant School and Nursery:

Description	Unit	Unit price
Free entitlement hours – up to 30 hours per week, depending on eligibility, can be used between 07:45am-17:45pm.	Weekly	Free
Additional hours purchased above funded hours are charged hourly, between 07:45am-17:45pm	Hourly	2 year olds – £6.50 3 & 4 year olds- £6.00
Meals– Hot school meals are charged at £3.05 per meal, these are optional and children are welcome to bring a packed lunch from home.	Daily	£3.05
Snacks – Fruit and a healthy snack item are provided in both the morning and afternoon sessions. Milk and water are also offered.	Daily	£0
Consumables – we ask for nappies, nappy wipes, nappy cream and sun cream for sensitive skin to be provided from home.		£0

Additional voluntary service – this is for trips/visits	Ad Hoc	Varies but approximately £15.00 per visit

Wraparound Sessions – Charges 26/27

Breakfast Club	Daily	£5.50
After-School Care to 5pm	Daily	£8.50
After-School Care to 5:45pm	Daily	£11.00

Parents can pay for additional hours via Tax Free Childcare, Vouchers or Bank Transfer.

The above unit prices will be subject to review and change on an annual basis.