

Burton Hathow Preparatory School

The Nursery operates throughout the year, from Monday to Friday between 8:00 and 5:30pm. The Nursery is closed for bank holidays, one week in August for staff training and for the Christmas and New Year period. On the last day of every term, the Nursery will close at 4pm in line with Main School.

Nursery School Fees:

Session		Cost of Session
Breakfast club	8:00-8:30 30 mins	£4.00
After School	4:00-5:30 1 ½ hrs	£12.00 inc tea

Session			Cost of Session
Full day	8:30- 4:00	7½ hrs	£39.00
Morning	8:30-1:00	4½ hrs	£27.50
Afternoon	1:00- 4:00	3 hrs	£15.00

Early Years Entitlement

All children are entitled to receive 15 hours per week, funded by the Government, the term following their 3rd birthday. A child may access their Early Years Entitlement (EYE) until the end of the school term in which they celebrate their 5th birthday.

Children may access their universal entitlement as follows:

	Term Time- Standard (35 weeks)	All year round- Stretched (47.5 weeks)
Universal	15 hours per week EYE	12 hours per week EYE

You will be charged the sessional cost as stated above and your EYE will be deducted at an hourly rate of £3.82 according to the number of hours being accessed at Burton Hathow. Please be aware that the funding is given for care and not education and the sessional price covers consumables, lunch, snacks and the enhanced curriculum provision (see Enhanced Curriculum Provision leaflet).

When your child starts accessing their Early Years Entitlement they can access up to 7hrs in one day. For example 6 hrs deducted during a full day session and one hour during After School or 3hrs during an afternoon session and 1hr during After School.

30 hours Early Years Entitlement Initiative

Those children who are eligible (visit <https://childcare-support.tax.service.gov.uk/>) will be able to access an extended 15 hours a week equating up to 30 hours free childcare. Below is a table showing how many hours you can access term time only or all year round and what the different options are.

Children may access their extended entitlement as follows:

	Term Time- Standard (35 weeks)	All year round- Stretched (47.5 weeks)
Extended	30 hrs per week EYE	24 hrs per week EYE

Basic and Enhanced Curriculum Provision

See leaflet

Terms and Conditions

Illness / Absence

If your child is ill and unable to attend their session or is sent home due to illness or an accident, you will be charged their sessional rate. For long term illness we advise you to speak to the Nursery Manager. Please inform the Nursery of a child's absence from their session.

Session Changes

If you require your child's sessions to change in any way, you must speak with the Nursery Manager and also email your request to victoria.williams@burtonhathow.co.uk
3 weeks notice is requested when reducing children's sessions. An admin fee of £10 will be charged for any changes to sessions.

Holidays

From September 2017, we will offer one week at half of the sessional rate for family holidays of children who are full time, as the Nursery is closed for one week every August as part of the training days. You will not be charged for these days. In the event of the Nursery being closed for unforeseen maintenance or an emergency closure, you will not be charged. If your child is term time in Nursery and you choose to go on holiday at a time when the Nursery is open you will still be charged.

Late Collection

Children who are collected after their session time has ended will be charged an additional hourly rate of £10.00. Your sessions will be reviewed if your child is consistently collected after their session has ended. The hourly rate is designed to facilitate unavoidable and genuine reasons for lateness and not to promote a flexible attendance ethos. After 5.30pm a charge of £15 will incur.

Invoicing/ Fees

Your invoice will be sent to you on the last week of every month detailing the fees required to be paid. You will be requested to pay your fees within 7 days from the date of the invoice. If payment is not made a statement will be sent at the end of the month stating your outstanding payment. A £10 surcharge will be added to your invoice.

If your account is 3 months unpaid you will be given notice to remove your child from Burton Hathow Preparatory School unless full payment is made within 7 days of notice being given.

Sessional Places

If your child has registered and you have stated your preferences and then delay your child starting the Nursery, you will be charged a retainer fee of 5% for every session that your child is registered to attend.

Cancellation of a Place

You are required to give 4 weeks notice if your child is going to leave Burton Hathow Nursery prior to the term before they are due to start full time education. This should be given in writing to Mrs Victoria Williams.

A full term's notice must be given by the first day of the term before your child is due to move into full time education in the September (if they are not staying at Burton Hathow School). This date will usually be April. Notice must be in writing to Mrs Victoria Williams. If notice is not received then you will be charged a full term's fees for the Autumn term as the school will automatically allocate your child a place in Reception for September.