



CHARGES AND REMISSIONS POLICY

Statement of Policy

Dorking Nursery School and Children's Centre aims to value each child as an individual to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the Centre's policy for charging for the provision of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child or family is prevented from participating because of financial circumstances.

Activities in the Nursery's

Free Entitlement

All children are entitled to free nursery education for 5 sessions per week for 3 hours from the term after they are three (NB. for children born on or after April 1st the entitlement to 5 x 3 hours free nursery sessions per week starts in the autumn term after they are three). In addition we have up to 24 full time places (from 8.45am - 2.45pm each day) which are free of charge - these are prioritised by the nursery according to need (i.e. educational, social, emotional, medical). For children allocated a priority full time place there is a charge for the cost of the hot meal provided from Commercial Services. Families on low income or in receipt of certain benefits may qualify for a free school meal. The Surrey process for checking eligibility applies, in order to claim a free school meal if eligible, the child must attend the nursery in the session prior to and following the lunch session on that day.

From September 2017; we have a limited number of children accessing an additional 15 hours of provision depending on their family circumstances. For these children the parents have the choice to purchase a lunch club session (see below) or make alternative arrangements for their child during the lunchtime period.

Children in receipt of Free Entitlement for Eligible Two year olds (FEET Funding) from the local authority are entitled to 5 sessions per week for 3 hours from the term after they are two, depending on places available in the 2-3s nursery provision.

Extended Care

In line with government requirements, all extended care is subject to a fee. This applies to: holiday clubs, lunch club, breakfast club extended day sessions and for nursery education and care for children aged from 2 years until the term after they are 3 years old.

Activities in the Children's Centre

Where a charge is made for Children's Centre activities a reduction may be made for individuals in exceptional circumstances when recommended by relevant professionals and at the discretion of the Headteacher or Children's Centre Manager.

Families attending our drop in sessions are asked for a donation towards our costs in line with other groups. Some charges will apply for specific adult learning activities. This will be advertised appropriately.

Provided Services

The Children's Centre is set up to develop a range of services to meet the needs of the local community. Services therefore which are provided by Health and which meet the remit of the Centre will not be charged a fee. In the same way the centre will not charge a fee to any other provider when their services are being provided free to parents.

Activities in both the Nursery's and Children's Centre

We may ask parents for voluntary contributions towards the cost of a trip or educational activity, including activities such as Forest School and Woodland Adventures, but a contribution is not obligatory. Families on low income or in receipt of certain benefits may be entitled to a full or partial remission of charges when asked for a contribution. This is at the discretion of the Headteacher.

When an educational trip or activity has been organised and a contribution invited from parents, no child will be excluded from the trip because his/her parents have not made a contribution. However the Centre reserves the right to cancel the trip or activity if insufficient contributions are received. Any contributions already given will then be returned to the giver.

Once a voluntary contribution has been made, the general policy is that there will no reimbursements for absentees on the day unless this would create hardship for the family. Children will be treated equally regardless of the amount of voluntary contribution made by their parents/carers.

The Centre normally charges a fee for the use of the Centre by external groups, except in exceptional circumstances and at the discretion of the Headteacher.

Freedom of information Act

In line with the Freedom of Information Act the Centre will provide information requested, but may impose a charge to cover the costs of photocopying and/or printing.

Approved by the Governing Body: September 2017

Review by: September 2019

Relevant for:-

Children's Centre: Yes	Nursery: Yes	Parents: Yes
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Policy based on Babcock 4S Model Policy: 24th August 2017.