



St. George's Nursery Dragons Pricing Policy

At St George's Nursery Dragons we are committed to providing a quality provision for the families who use our service.

This pricing policy is presented to ensure that you fully understand our charging structure.

Updated February 2024

Nursery Fees

Calculation of fees

Fees are calculated on the number of sessions in a month as per your contract with St. George's Nursery Dragons.

NURSERY SESSIONS	TIMES	AGE	HOURLY RATE	DAILY RATE
Full Day	08:00 - 17:55	2 years	£7.53	£75.30
AM	08:30 - 12:30	2 years	£7.53	£30.12
PM	12:00 - 16:00	2 years	£7.53	£30.12
Core Day	08:45 - 15:00	2 years	£7.94	£49.63
Full Day	08:00 - 17:55	3 years	£6.38	£63.80
AM	08:30 - 12:30	3 years	£6.91	£27.64
PM	12:00 - 16:00	3 years	£6.91	£27.64
Core Day	08:45 - 15:00	3 years	£7.52	£47.00
CRECHE	SNACKS	BREAKFAST	LUNCH	TEA
£8.18 per hour	AM 75p / PM 75p	£1.50	£2.50	£1.50
FUNDED ONLY SESSIONS		Meals and snacks are inclusive.		
AM	08:30 - 11:30	Funded children pay for meals & snacks and have the option to pay for all extra-curricular activities. Which are included in the fees (with the exception of gymnastics)		
PM	12:00- 15:00			
EXTRA CURRICULAR ACTIVITIES & CONSUMABLES				
Busy Feet	Balanceability	ICT		
Library	Dance and Movement	Local Trips		
Gymnastic *	Cooking Activities	Dragon Beats		
Spanish Club	Story Sacks	Resources and Materials		
Invoices include a charge for the above *				

Payment of fees

The first invoice will be issued prior to your child starting. Payment should be received before your child's first day at nursery.

Thereafter fees are invoiced monthly and payment must be paid in **advance** on or prior to the 1st of every month without fail. Fees must be paid in full, as part payments will incur an additional administrative cost.

You maybe be eligible for help with your childcare cost. Please visit <https://www.childcarechoices.gov.uk>

Method of payment

The method of payment is by e-payment through a secure website called [Parent Pay](#). This method offers parents freedom to make payments on or before the 1st of each month using a secure online account. An activation code for the account will be sent by email before your child starts at the nursery. For help with activating your Parent Pay account please contact the nursery office.

Contracting Parents

One or both parents will be asked to sign the application form accepting the standard terms and conditions of the nursery. Where only one parent signs the form, the nursery will see this parent as the contracting parent. The contracting parent and only the contracting parent will be liable for the payment of nursery fees and costs.

Late or Non Payment of Fees

Continued late or non payment of nursery fees may result in suspension or the loss of your child's place at the nursery.

Late collection

You are required to inform the nursery as early as possible if you are going to be late collecting your child. Late collection of your child beyond the agreed time will incur a charge of **£1.00 per minute**. Persistent late collection may lead to a withdrawal of your place at St George's Nursery Dragons.

Crèche

To keep our fees competitive we offer a crèche facility to children at St George's Nursery Dragons. In order for crèche sessions to be made available to others, we ask parents to inform us as soon as possible (by 8.30 am) should their child be absent.

The crèche is charged at an hourly rate of £8.18. **Any sessions which are extended by 30min will be charged for the full hour.** There is an additional charge for meals.

Change of sessions

Should you wish to change, reduce your child's session, you will be required to provide a **terms notice** in writing. We will endeavor to accommodate your request while ensuring the nursery viability. If unable to accommodate your request, you will automatically be transferred to our waiting list as a priority until the place becomes available. Unfortunately we are not always able to meet your needs and therefore should you wish to withdraw your child's place, a terms notice as stated will apply.

Holidays & Absences

Fees are not waived and must be paid in full regardless of sickness or planned family holidays. On the rare occasions where the school will close due to circumstances beyond our control e.g. adverse weather conditions, local emergencies. The decision to close the nursery will be made by the Headteacher with the safety of children and staff as the top priority (see adverse weather policy).

Holiday - to continue to receive funding a child must take no more than 2 weeks (10 school days) holiday throughout the academic year. If the holiday

(Continued from page 4)

is for more than two weeks, then the funding will only be paid for half a term. If the child then takes another holiday of any length during the same academic year, no further funding will be paid.

Illnesses

We expect the children to participate in all activities indoor and out; if your child is unwell please keep them at home until they are well enough join us. Staff are not permitted to give medicines to children, other than those, prescribed by a doctor that your child needs for an on-going health condition e.g. Inhalers for asthma, or antihistamine medication for Hay Fever. Should your child have vomiting or diarrhoea they should remain at home for 2 full days before returning to the nursery. If your child is prescribed an antibiotic from the doctor he /she must be kept at home for the first 2 full days of administration.

Nursery closures

Training/Inset:

There are 5 inset training days and 1 Academy day spread throughout the academic year. All inset training days are included within your normal monthly fee. Dates are notified in advance and Fees are still applicable, nursery staff attend these training days which directly benefit the children in our setting. Parents are expected to make alternative arrangements.

Bank Holidays:

Bank Holidays are chargeable. There are no charges made when the nursery is closed for holiday periods. This includes ten working days during August, and five working days in December.

Registration fee & deposit

When your child is offered a place at St George's Nursery Dragons, you will be required to pay a £200.00 deposit, and £50 non refundable registration fee. The deposit of £200.00 will be deducted from the last invoice issued providing your child has attended St George's Nursery Dragons for a Term or more.

Notice Period

Should you wish to withdraw your child's place prior to them starting at St George's Nursery Dragons, you will **forfeit** the deposit of **£200.00**. If your child attends St George's Nursery Dragons for **less than a Term** and you choose to give **less than a Terms notice** this will result in **75%** of the deposit being retained.

Notice that you no longer wish to use the service at St George's Nursery Dragons is required in writing.

A Terms Notice must be provided in writing (not including nursery closure). If less than a **Terms notice** is given, payment for this period will be payable in lieu of notice.

Process for recovering fees owed

St George's Nursery Dragons will always try to recover late payments but will give parents/guardians every opportunity to pay for the childcare service as flexibly as possible.

Should your fees be more than three working days in arrears you will be contacted by the nursery confidentially, to arrange payment of outstanding fees. If parents fail to pay by the due date or the agreed arrangement, they will be contacted again and asked for immediate payment.

Failure to pay after the above procedure has been followed , will result in parents receiving a letter from the Governing Management Committee of St. George's Nursery Dragons informing them that their child's place will be withdrawn within three days of receipt of the letter if payment is not made.

Any outstanding fees owed by parents may be recovered through legal action, subject to review of circumstances and the decision by the Governing Management Committee.

We recognise that there may be times when families experience financial difficulty. The nursery has a duty to ensure that children do not suffer as a result of these situations and that any disruption to their learning is minimised. The Nursery Manager is available to meet with you to discuss any financial difficulties you may have.

Trips, visits & special events

Annual Outing

Each year we arrange for parents and children to attend a special educational or leisure visits, such as the zoo, farm or museums.

Weekly donations by parents contributes to the cost of transport and entry fee. Parents and carers are informed in advance of any planned trips and are most welcome to join us.

Should you choose not to allow your child to attend the **annual** trip ***there will be no alternative service provided and fees are chargeable.***

Occasionally a small fee is charged to contribute to the cost of special events.

Funding

Universal Offer

All 3 and 4 year olds are entitled to access up to 15 hours a week of universal funded early years education , at an approved childcare provider .
The entitlement begins the term after your child's third birthday.

Funded Only

There are **no additional services** included in your child's session. Any additional services offered by the nursery are charged to ensure the viability of our nursery service.

Extended Funding Entitlement For Working Parents

Children of working parents/carers may be eligible to receive an additional 15 hours a week . These hours are offered term time over 38 weeks or stretched funding over 49 weeks, all year round, for each of their 2- 4 year-olds. Funding is applied for the actual hours your child attends per week.

Funding is stretched over 49 weeks for children who attend All Year Round to ensure a more consistent billing each month.

Applications for the extended 15 hrs should be made to HMRC during the term in which your child turns three. This will ensure you will be able to access the extended entitlement from the following term.

To check your eligibility and apply for the extended entitlement please visit:

<https://www.childcarechoices.gov.uk/>

Please note: whilst we participate in 15 and 30hr Government Funded Early Education for two, three and four year olds, this does not guarantee the availability of a place. In addition parents' must adhere to the St George's Nursery Dragons session choices.

Funded sessions may **incur charges** outside of the entitlement. These include the **cost of additional hours and extra curricular activities in order to sustain viability of our nursery service.** These include meals, snacks, dance and movement, Spanish, Dragon Beats, Balanceability, Yoga, Busy Feet, Library, ICT, Story Sacks, weekly cooking activities, resources, materials and local trips.

Agreement Statement

1. Our agreement statement has been set with the aim of protecting the interests of everyone concerned with success and continued operation of the nursery. It is intended to provide a practical working basis for the contract agreed between us.
2. The signed registration agreement signifies an acceptance of all the statements below.
3. Our fees, agreement statement are reviewed and are subject to change annually.
1. A £200.00 deposit and a **£50.00** non refundable registration fee must be paid upon acceptance of a place, this covers the cost of administration, a credit check, if necessary, home visit, and a welcome pack. I understand that once the place is accepted, should I wish to decline the offer **prior** to my child starting at St George's Nursery -Dragons, I will forfeit the deposit of **£200.00**. Should my child attend St George's nursery- Dragons for less than a Term will result in 75% of the deposit being retained.
2. Children who attend the nursery must be between the ages of 2 years to 5 years old. On registration the original birth and Baptismal certificate (if applicable) and two recent utility bills as proof of address must be provided before a child is accepted in to the nursery.
3. We reserve the right to carry out a credit check on everyone applying to enrol their child at the nursery.
4. Fees are calculated using the standard hourly rate as printed on our current Fees Price List.
5. The Nursery will not be open until 8.30 on Friday mornings for staff meetings.
6. Fees must be paid in full regardless of sickness or holiday. We do not waive fees when a child is on holiday or absent due to illness.

10. Fees are invoiced monthly and payment is due on the **first day** of every month. Fees must be paid in advance or on the first of every month without fail. Using the online payment system, ParentPay.
<https://www.parentpay.com/public/client/security/#/login>
11. We reserve the right to withdraw a nursery place due to unpaid or late payment of fees. Holy Blessed Family Academy will seek to retrieve any outstanding debt on our behalf.
12. Please notify us if your child will be absent for any reason at any time they would normally have been expected to attend.
13. **Any application to alter, increase or reduce contracted sessions must be made in writing.** An application can only be considered should the preferred sessions be available, using the NOTICE FORMS and addressed to the Nursery Manager. This written notice will then form an amendment to the original registration agreement. A Terms clear notice must be provided if you wish to reduce your sessions.
14. **Notice that you no longer require a place for your child at nursery must be given in writing and addressed to the Nursery Manager.**
13. A Terms notice must be provided if you no longer require a place. If less than a Terms notice is given, payment for a period of a Term will be payable in lieu of notice.
15. **Parents and carers must ensure that children are brought to and collected from, the Nursery promptly at the times agreed.**
15. Children must not be left in the nursery room before or after the time appointed for their arrival or departure.
15. The nursery **will not** accept any child before 8 am and reserves the right to refuse admission to any child who arrives before the expected time for their arrival without prior agreement. If you are unavoidably delayed at collection time, please contact the nursery to let us know as soon as possible.

Annual review of the fees

St George's Nursery Dragons is a non-profit making provision run by a Management Committee on behalf of the Governors of St. George's school. The primary aim of St George's Nursery Dragons is to provide a quality childcare and education service to families in the local community.

To ensure sustainability of the nursery, fees are subject to an annual increase that may be revised at other times with reasonable notice.

Did You know?

- That if you work more than 16 hours per week you may be entitled to working family Tax and child care Tax credits?
- Each child is entitled to receive either 15 or 30hrs free childcare per week which will help reduce the three to four year old costs.
- Tax free childcare is available. The government will pay £2.00 for every £8.00 you pay. See web address
<https://www.childcarechoices.gov.uk/>
- Anyone receiving the higher payment element of working family tax credit may now be entitled to claim the two year old nursery education grant funding.
- Many employees now offer a childcare voucher scheme. This can help you save around £1000 per year on childcare costs on tax and national insurance savings.
- If you need extra childcare sessions we offer a crèche service. We offer crèche to keep our fees at a competitive rate. If your child will be absent from nursery please inform a member of staff as we are then able to offer the session to another family.

Policy for Adverse Weather Conditions

During the winter months there are occasions when we can experience adverse weather conditions. It is always very difficult when we have snow and ice to determine how this will affect travel etc. and I would ask that you follow the policy below in severe weather conditions.

If possible St George's Nursery Dragons will remain open and staff will be here as normal. However due to road conditions some staff may be late arriving and the start of the Nursery day could be affected. Every attempt will be made to ensure the nursery is open at 08.00hrs as usual. However we would ask for your patience and understanding should staff be late arriving. (Parents may be asked to stay with their child until legal ratios have been met).

The policy at St George's Nursery Dragons for adverse weather conditions is that:

At the start of the day,

- The Chair of management committee, Headteacher and Nursery Manager will make a decision based on local conditions as to whether it is safe to open the Nursery.
- There may be times when, to ensure the health and safety of children, parents and staff the nursery will remain closed. As Dragons operates on a not for profit basis we are unable to recover costs for closure. Under these circumstances fees can not be waived and must be paid in full.
- To enable St George's Nursery Dragons to open it may be necessary to delay the start time and again these details will be communicated by text or on St George's School website. (Please ensure that Dragons Nursery always has your current mobile number)

Parents are asked to note that it may not be possible for staff to answer the telephone but a recorded message will be left if possible. The school website and texting will be our preferred method of communication.

Policy for Adverse Weather Conditions

During the day

- If the weather becomes severe during the day then parents may collect their child early for safety reasons (i.e. travelling/walking long distances or collecting other children from local schools)
- Parents may be advised that children can be collected from 2.15pm onwards if conditions deteriorate.
- Dragons Nursery will remain open until 17.00hrs, however, if parents are delayed due to the adverse weather conditions they should contact the Nursery with an anticipated time of arrival or make alternative arrangements for their child/children to be collected.
- Parents must consider their own safety, traffic congestion and safety of others in these circumstances and understand that a member of staff at Dragons will care for the children until it is possible for them to be collected.

In these circumstances the late collection fee will be waived.

Policy for Closure due to Illness or Disease

There may be rare occasions where the nursery's service is interrupted, or forced to close due to an unforeseen illness or disease, such as COVID-19.

In these circumstances, St Georges Dragons will follow government and health authority guidelines, to ensure the safety of children, Staff and parents.

Where possible and when safe to do so, the nursery will remain open and in some circumstances for Key workers and Vulnerable children only. However, where the nursery is instructed to close by the government or in situations where the school management deem it unsafe, the nursery may remain closed until it is safe to return.

We appreciate that many parents will want to support our nursery in any way that they can to ensure the nursery will be able to reopen and welcome back children when it is safe to do so.

The nursery operates on a not for profit basis and we are unable to recover the cost for any closure. The school will take into account, all potential help available from Government Funding to ensure the nursery remains viable, before asking parents for a voluntary contribution of 25% of their fees.

Useful Links

Funding Eligibility:

<https://www.childcarechoices.gov.uk>

HMRC Tax Free Childcare:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

Parent Pay:

<https://www.parentpay.com>

School Uniform:

<https://www.earthuniform.com/collections/st-georges-catholic-primary-voluntary-academy-and-dragons-nursery?page=2>

School Website:

<https://www.stgeorgesprimary.org/>

ST. GEORGE'S NURSERY DRAGONS

Nursery Manager

Mrs. Deborah Drewett

Nursery Administrator

Mrs. Simona Haddad

Head Teacher

Mrs Deirdre Monaghan

**WE WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK
YOU FOR USING ST.GEORGE'S NURSERY DRAGONS.
SHOULD YOU REQUIRE FURTHER INFORMATION OR HELP
PLEASE FEEL FREE TO CONTACT US.**



St. George's Nursery Dragons

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