



## **Rainbow Nursery Fees and Funding Policy (Including Early Years Grant Funding)**

Rainbow Nursery Schools Ltd has three sites in the Richmond and Sheen areas of West London. As a private pre-school, we charge termly fees of £1845\*. These fees are reviewed annually and an academic terms notice is given. We have a commitment to involve all of our community where possible and work closely with the Local Authority to provide access for a limited number of children from lower income families. These children are offered fully funded places and no additional charge is made for the enrichment activities we provide as part of our Early Years curriculum.

Sessions are held at Holy Trinity Church Centre & Sheen Common Pavilion, from 9.00am - 12.30pm and Unitarian Church Hall Ormond Road from 9.15 – 12.30pm and from 1 pm – 3.45 /4 pm at the Pavilion, Sheen Common. Term time only.

The nursery is able to provide a maximum of 24 places at Ormond Road, 44 places at Holy Trinity and 36 places at Sheen Common (split into 18 in the morning and 18 in the afternoon). For children aged between 2 and a half and 5 years old.

From September 2019, we are offering extended sessions with a lunch club from 12.30 – 3pm at Sheen Park. PM sessions at Sheen Park will vary, dependent on demand and availability of the building. These sessions are charged at £23.50 and are available to be booked as an ad hoc or block booking. Ormond Road will have 2 extended sessions per week charged at £18 each. We are able to bolt both Sheen Common sessions together and provide 9 am – 3.45 /4pm care, Monday – Friday term time.

To receive the government Nursery Grant a pre-school must be registered with Ofsted, which requires them to comply with the Early Years Foundation Stage Welfare Requirements. These Standards promote a good quality of child care, but they demand a great deal from our dedicated and committed Rainbow staff. Many hours are spent meeting requirements in record keeping, form filling, planning, evaluating and updating/writing policy documents. Staff are committed to attend various training courses which Rainbow must fund and a portion of our fees is budgeted for Continued Professional Development of our teams.

- Reviewed annually, an academic term's notice is given on the preceding invoice for existing clients.

Rainbow is committed to addressing Special Educational Needs and is an inclusive environment. Application may be made to the local authority to access additional funding available based on an individual basis. Rainbow is recognised as a SEND Hub within the Borough or Richmond & Kingston.

The Nursery Education Grant is provided for all three and four-year-olds the term following the child's third birthday, and specific 2-year olds with identified need. It is intended to fund a maximum of five 3-hour sessions per week for 10-12-week periods (12 Weeks Autumn term, 11 weeks Spring term and 12 weeks Summer term).

Once a child exceeds 15 hours or the maximum amount of funding per term, fees will be charged per hour exceeding the 15-hour offer. Additional fees are charged at £9 an hour exceeding their funding (£4.50 per session or £22.50 per week).

Families eligible for the HMRC additional funding (30 Hours) will require a current funding code in advance in order to utilise it for our extended sessions. The maximum additional funding we can claim relates to the hours we operate after lunch club has been deducted. Therefore, our lunch club fee will be £5 and parents will be invoiced for this.

Early Years Pupil Premium Funding is available for all children from lower income families. To find out if a child qualifies, the parent must complete the Achieving for Children Early Education Funding Form *in full*, to include National Insurance number and date of birth of respective parent. This funding goes directly to the preschool to enhance your child's preschool learning and is additional to the grant fee payment.

There is a registration fee on accepting a place at Rainbow Nursery School in the form of a £500 deposit which is refunded on the final term's fees (on deposits received after 06/19). This is non-refundable. In the case of a funded applicant a sum of £40.00 will be held until the child starts and this will be refunded to the Parent.

We offer concession rates for multiple siblings who share the same DOB of 10%.

Our children all wear smocks which is part of what makes Rainbow special. They are chosen by the family upon joining. They are handmade and are charged at £30. Should a family be unable to afford this purchase, the nursery will provide a reconditioned one so that the child feels included. We also make a charge for our book bags which are part of our lending library and also a great way of transporting creations and artwork. These are charged at £10 and again should a family be unable to afford this charge a bag will be provided.

Nursery Education Grants are paid directly to the pre-school.

Nursery Education Grants are non-refundable or transferable.

The fees are payable by the 1<sup>st</sup> Day of the month of each new term by BACS transfer, although flexible payment arrangements can be agreed individually with Mrs Wilkins.

We accept childcare vouchers, please see our website for individual account details.

There will be an administration charge of £15 for cheque payments.

- Reviewed annually, an academic term's notice is given on the preceding invoice for existing clients.

Fees and grants are non-refundable in cases of absence, holiday or illness. A full academic terms notice is required in writing and ***in advance*** in order to remove a child from the nursery and to prevent a terms fees being invoiced in lieu. For clarity, September 1<sup>st</sup> to leave in December, January 1<sup>st</sup> to leave in March and 1<sup>st</sup> April to leave in July. We expect children joining Rainbow to remain with us until the natural transition stage of moving on to Reception at a local school. Notice is not required for these children.

Should fees remain outstanding, and reasonable alternative arrangements not agreed with Rainbow Nursery School, an email requesting payment of outstanding fees within 14 days after the date fees were due will be sent to parents. If still unresolved, a letter giving seven days' notice to proceed through a County Court Judgement will be issued. Should no further attempt be made by the parents to agree any alternative arrangements the matter will be referred to our legal advisor and recovery of the outstanding fees will be made through the local court.

Legal framework and relevant Acts of Parliament that form the foundation of the legal requirements for this policy or procedure:

- Equalities Act (2010)
- Safeguarding Vulnerable Groups Act (2006)
- Children Act (1989 s47) Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)

Further guidance can be found at: [www.legislation.gov.uk](http://www.legislation.gov.uk), or [www.hse.gov.uk](http://www.hse.gov.uk), or other government websites.

- Reviewed annually, an academic term's notice is given on the preceding invoice for existing clients.