



Making a difference, as we grow together

Extended Services Booking and Payment policy

Alderman Pounder Infant and Nursery School



Approved by:	Governing Body	Date: 24.10.2025
Last reviewed on:	September 2025	
Next review due by:	Autumn 2026	

Aims and Expectations

The purpose of this policy is to ensure the transparent process for booking places and payment procedures for The Seedlings Nursery and Bouncing Beans Out of School Club at Alderman Pounder Infant and Nursery School.

It is our aim to ensure all parents and carers experience a fair process in booking sessions for their child and are given clear guidelines for paying fees, where applicable.

Applying for a place

Parents/Carers must complete a Seedlings or Bouncing Beans application form to register their interest for specific sessions. Once received by the school office, places will be allocated based on the Alderman Pounder Admissions Policy and sessions will be offered based on availability.

A booking fee of £20 will be taken. **You are exempt from this if you qualify for Early Years Pupil Premium.**

A contract will be issued, and must be signed to confirm the place and complete registration.

Booking Process

If a child is currently a pupil of Seedlings or school and their parent or carer wishes to extend or adjust their sessions, they will need to confirm their requirements in writing or by email. Sessions will be extended / adjusted subject to availability.

The Seedlings Nursery sessions, breakfast, lunch and after-school care are only available based on the school term-time calendar. Holiday club is available for all school age children on a separate booking and pricing system as each holiday arises.

Funded Places at Seedlings Nursery

The local authority currently provides funding for 15 hours per week for children enrolled in nursery in the school term after they turn 3 years old. In September 2017 the early years funding for 3- and 4-year olds was increased from 15 hours to 30 hours for eligible families.

Funding can be shared with another nursery setting or child minder on request and relates to a whole school term. Funding cannot be transferred to another nursery setting or child minder part-way through a term.

30 hours funding for 3- and 4-year olds

30 hours funding is typically available where both parents working (or the sole parent is working in a one-parent family) are more than the equivalent to 16 hours at the national minimum wage, and whose earnings do not exceed £100,000 per year. You can check your eligibility and apply for funding here:

<https://www.gov.uk/30-hours-free-childcare>

The date that the funding starts depends on your child's birthday and Alderman Pounder's term dates (available on our website).

Child's birthday	Potential Starting Term	When the funding starts
1 January to 31 March	Spring	The beginning of term on or after 1 April
1 April to 31 August	Summer	The beginning of term on or after 1 September
1 September to 31 December	Autumn	The beginning of term on or after 1 January

If you no longer meet the eligibility criteria, your child's 30 hours funding will continue for a grace period which is determined by the date of the ineligible decision.

The 30 hours funding can be offset against our nursery sessions as follows:

- 10 hours per day, over 3 days, with a small charge for food during lunch, breakfast and after-school sessions.
- 6 hours per day (8:45-2.45) Monday to Friday, with an additional charge for food during lunch and extra sessions between 2.45-3.30.

Any additional sessions required will be chargeable at the applicable rates.

15 hours funding for 3- and 4-year olds

15 hours funding is available to 3- and 4-year olds with the start date dependent on your child's birthday and Alderman Pounder's term dates (available on our website).

Child's birthday	Potential Starting Term	When the funding starts
1 January to 31 March	Spring	The beginning of term on or after 1 April
1 April to 31 August	Summer	The beginning of term on or after 1 September
1 September to 31 December	Autumn	The beginning of term on or after 1 January

The 15 hours funding can only be offset against either Learning Session 1 or Learning Session 2 to a maximum of 5 sessions per week. Any additional sessions required will be chargeable at the applicable rates.

The 15 hours funding cannot be offset against the Breakfast Club, Lunch or After School Club sessions. A separate charge will be made for the lunch session if a child attends both Learning Session 1 and Learning Session 2 in a single day.

Charges for services

The Headteacher will review the fee structure each term. Any changes will be confirmed to parents in writing giving at least 6 weeks' notice before they take effect. Changes will come into effect at the start of a new school term.

The current charges can be found in Appendix 1.

Late collection fees and process

Late collection causes additional overheads and cost for the school and potentially unnecessary distress to your child.

Children remaining in our care after the agreed collection time or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond your control affecting the prompt collection of your child. If you know you are going to be late collecting your child, please contact us as soon as possible to discuss your collection arrangements.

Late collection from school (Reception to Year 2)

A late collection fee will be chargeable, unless agreed otherwise by the Headteacher, for example in one-off exceptional circumstances. If your child has not been collected after the school day has ended at

3.15pm, then the Bouncing Beans After School Club will be levied. All parents/carers will be given a five-minute grace period on late collection of their child, unless this becomes a regular occurrence.

Late collection from Nursery or Bouncing Beans

A late collection fee will be chargeable, unless agreed otherwise by the Headteacher, for example in one-off exceptional circumstances. If your child has not been collected after their session has ended (e.g. 11.45am, 2.45pm, 3.30pm or 6.00pm), then a charge will be levied and for every fifteen minutes thereafter. All parents/carers will be given a five-minute grace period on late collection of their child, unless this becomes a regular occurrence.

If your child remains uncollected up to 5 minutes over the set time:

The Extended Services Manager and Headteacher will be made aware of the situation. No late fee is charged unless this becomes a regular occurrence.

If your child remains uncollected 5-15 minutes over the set time:

You will be contacted and a late collection fee will be charged.

If your child remains uncollected 15-30 minutes over the set time:

A member of staff will contact the emergency contacts on your child's record if we have not been successful in you (the parent/carer). A further late collection fee will be charged (totalling two lots of the 15 minute charge).

If your child remains uncollected 30 minutes over the set time:

A Designated Safeguarding Lead will contact the local authority's Emergency Duty Team (MASH) for advice on their next course of action. This will only happen if none of the child's emergency numbers have contacted the school. Please note that late collection fees will be charged at a level relative to the circumstances and lateness at a charge for every 15 minutes.

Escalation

Unreasonable and/or persistent lateness may regrettably result in the school terminating your nursery and/or Bouncing Beans bookings.

Payment process

An invoice will be raised in advance of the month for the agreed sessions. The invoice will state which sessions are funded and which sessions are to be paid for according to our fees. Payment for the first month is required during the child's first week.

Following the first invoice, parents/carers receive a new invoice around the 17th of each month, to be paid before the 1st of the applicable month.

For invoicing purposes, the local authority funded nursery sessions start on a Monday and finish on the Friday of each week.

Parents/carers can pay their invoice by the preferred method of internet banking.

Where parents/carers have access to a 'salary sacrifice' scheme via their employer, the parent/carer should notify the School Business Manager or Extended Services Manager of the scheme details in order to set up the payment process.

Late payments may incur a penalty charge.

Where an invoice has not been paid, the school reserves the right to reduce the sessions attended by a child in line with the local authority funded sessions of 15 or 30 hours (depending on eligibility), or enforce a remove access to breakfast and after school club until payment is made. **Where an invoice remains outstanding the school may work with collection agencies.**

Absence and Cancellations

In the circumstance that a child may be absent from Nursery or Bouncing Beans (including Holiday Club), parents are still required to pay for any sessions that they have booked. This is to cover staffing costs.

Two weeks' notice is required, in writing, to alter a session or to cancel a booking. In exceptional circumstances, this period of time may be waived at the **Senior Leadership Team's** discretion.

Two weeks' notice is required, in writing, to alter or cancel Holiday Club bookings as this is a demand-based service. In exceptional circumstances, this period of time may be waived at the **Senior Leadership Team's** discretion.

Appendix 1: List of charges

Nursery charges

For families using 30-hours funding over 5 days:

We have 2 options available:

Session	Price	Description
7:30am – 8:45am	£7 per session	Wraparound session (optional): Breakfast Club, including breakfast
8:45am – 3:30pm Option 1	£37.50 weekly (£7.50 daily)	Funded hours are 8:45am – 2:45pm with an additional charge for the 2:45pm – 3:30pm session. A hot meal at lunch is included in this price.
8:45am – 2:45pm Option 2	£15.80 weekly (£3.16 daily)	Funded hours are 8:45am – 2:45pm. The price is for the cost of the daily meal only. Children must be collected at 2:45pm promptly if this session is chosen.
3:30pm – 6:00pm	£11.50 per session	Wraparound session (optional): After School Club, including after school snack. This session is only available to children staying until 3:30pm.

For families using 30-hours funding over 3 days:

Funded hours can run from 7:30am – 6:00pm with a charge for the food served during the selected sessions.

Session	Price	Description
7:30am – 8:45am	£2 daily	Breakfast Club, including breakfast. The price is for the cost of food served during this session only.
8:45am – 11:45am	No charge	Morning learning session
11:45am – 12:30pm	£3.16 daily	Lunchtime, including meal. The price is for the cost of food served during this session only.
12:30pm – 3:30pm	No charge	Afternoon learning session
3:30pm – 6:00pm	£2 daily	After School Club, including after school snack. The price is for the cost of food served during this session only.

For families using 15-hours funding:

We have 2 options available:

Session	Price	Description
7:30am – 8:45am	£7 per session	Wraparound session (optional): Breakfast Club, including breakfast This session is only available to children accessing the morning sessions.
8:45am – 11:45am Option 1 (5x mornings)	No charge	Morning learning session
11:45am – 12:30pm	£7.50 daily	Lunchtime included a hot meal.
12:30pm – 3:30pm	No charge	Afternoon learning session

Option 2 (5x afternoons)		
3:30pm – 6:00pm	£11.50 per session	Wraparound session (optional): After School Club, including after school snack. This session is only available to children accessing the afternoon sessions.

Late collection from Nursery: £10.00 per period of up to 15 minutes.

Charges for lunch times/extra time includes the local authority charge for providing a two-course hot meal (currently £3.16).

Parents/Carers must provide nappies for use with their child if they are not toilet trained. Costs of purchasing nappies will be passed on to the family if they are not provided.

Bouncing Beans (Before, After School and Holiday Club) charges – school aged children only

Charges from September 2024

Term time

Time	Activity	Charge
7.30am - 8.50am	Breakfast Club	£7.00
3.15pm - 6.00pm	After School Club	£11.50

Holiday club (during school holiday periods only, subject to sufficient demand)

Time	Activity	Charge
7.30am - 9.00am	Holiday Club	£7.00
9.00am – 4.00pm	Holiday Club	£31.50 (Packed lunch required)
4.00pm - 6.00pm	Holiday Club	£7.00

Late payment of fees

The current fee for late payments is £5.00.