



AL-ASHRAF

PRIMARY SCHOOL & NURSERY

" Firm roots, branches in the sky "



AL-ASHRAF NURSERY CHARGING & REMISSIONS POLICY

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Introduction

Our Nursery is an educational establishment and is not permitted to operate at a loss, nor to operate as a profit-making organisation. We charge fees for each session of the Nursery to cover our costs and to benefit children in the Nursery. This policy sets out the current charges made for each child attending the Nursery and the timing of payments.

Charges for Sessions

Nursery charges for each session are as follows:

Nursery Fees per Hour	£6
Morning Session	8.30am – 11.30am 3 hours- £18
Lunch Session	11.30am – 12.30pm 1 hour- £6
Afternoon Session	1.30pm – 3.30pm 3 hours- £18
All day Session	8.30am – 3.30pm 7 hours- £42

We will review our fees during your child’s time at the Nursery and may increase them. We will give you notice of any increase not later than the final day of the term before the increase is to take effect. Fees are typically reviewed in the summer term, with any increases likely to take effect from September each year. In the event that fees need to be changed mid-year, we will provide at least one full term’s notice.

Funded Childcare

The Nursery is listed with Gloucester County Council as an approved provider for funded two-Year-olds and three and four-year-olds.

Government funding is intended to cover the cost of delivering 15 or 30 hours a week of funded, high quality, flexible childcare only. Any additional hours required will be charged at our hourly rates. Al Ashraf Nursery will provide snacks and some consumables at an additional cost, however other consumables such as: Nappies, cream and wipes must be provided by the parent/carer.

The funded entitlements will be delivered consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours and services.

Each eligible two-year-old and three or four-year-old child is entitled to a funded early learning and childcare place for up to 15 hours per week. Some eligible working families may be entitled to 30 hours per week depending on their circumstances. Our standard nursery session runs from 8:30 a.m.–3:30 p.m. Families who choose to access funded hours only may use their entitlement flexibly within the nursery day, subject to availability and staffing ratios.

See <https://www.childcarechoices.gov.uk/> for more information.

In offering these funded early learning and childcare places the Nursery is committed to:

- Not requiring parents/carers to pay any fees for this funded entitlement.
- Not charging top up fees. Parents/carers will not be charged a top up fee to recover income where the Nursery’s hourly rate is greater than the rate received from Gloucester County Council.
- Not imposing conditions on parents/carers wishing to take up the funded entitlement.
- Agreeing to meet the conditions of the Early Education and Childcare Statutory Guidance for Local Authorities – April 2023 and the Early Years Entitlements: Operational Guidance for Local Authorities and Providers – June 2018.

Two-Year Old Funding

We offer 15 hours of two-year-old funding to those families who meet the criteria for additional forms of government support and 30 hours of two-year old funding to those families who meet the criteria of ‘working families’ set by the Government if we have capacity to do so. Our funded sessions run term time only and in line with local arrangements.

A child born in the period	Will become eligible for a funded place
1st April to 31st August	1st September following child’s 2nd birthday (Autumn school term 1)
1st September to 31st December	1st January following child’s 2nd birthday (Spring school term 3)
1st January to 31st March	1st April following child’s 2nd birthday (Summer school term 5)

Three- and Four-Year-Old Funding

The Nursery supports the entitlement to funded 15 or 30 hours of early years provision for three- and four-year-olds.

Universal funded 15 hours of provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

We offer 30 hours of three or four-year-old funding to those families who meet the criteria of 'working families' set by the Government. We offer 15 hours Universal and 30 hours for those who meet criteria from within the nursery opening times and in line with local arrangements.

Regulations prescribe that children become eligible for funded early year's provision on the dates set out below:

A child born in the period	Will become eligible for a funded place
1st April to 31st August	1st September following child's 3rd birthday (Autumn school term 1)
1st September to 31st December	1st January following child's 3rd birthday (Spring school term 3)
1st January to 31st March	1st April following child's 3rd birthday (Summer school term 5)

Children are eligible for government funding from the term after they turn the relevant age. The sessions attended may be spread across more than 1 setting. Funding may be available for up to 30 hours per week. Understanding the cost of childcare, and what type of funding you may be eligible for can be perplexing - detailed information on funding for 2-, 3 and 4-year-olds can be found using

The following links:

- <https://www.gov.uk/tax-free-childcare>
- <https://www.childcarechoices.gov.uk/>

If you are in receipt of a 2-Year-old funding code, you must provide us with a copy of the confirmation which includes the code and the start date. Parents are only invoiced for sessions not covered by government funding. For example, parents of a 3-year-old eligible for government funding, that attend 5 morning sessions per week would not need to make any additional payment, provided that the Government funding is not being claimed for sessions at other settings.

Parents/carers are responsible for applying for and maintaining a valid Government childcare code where required. Codes must be renewed every three months and provided by the following deadlines:

- 31st August for Autumn Term
- 31st December for Spring Term
- 31st March for Summer Term

If a valid code is not provided, or if an application is rejected, and the child continues to attend Nursery sessions, those sessions will be charged at the private rate.

Timing of payments

Payments for sessions not covered by the government funding are due monthly in advance to secure the child's place and to ensure appropriate staffing levels are maintained. An invoice will be sent to each family, and payment is due within 14 days.

Payment can only be made by cash or by using childcare vouchers/Tax-Free Childcare. If you are using childcare vouchers or Tax-Free Childcare, please inform us and provide any applicable codes so that we can allocate funds correctly.

Refunds

Refunds are not made for sessions missed by a child, for example, due to illness or holiday or for sessions missed because of the temporary closure of the Nursery, for example, due to bad weather. This is because Nursery overheads such as staffing costs still must be covered.

Late collection of children

The Nursery reserves the right to impose additional charges for late collection of children or for the non-collection of children, to cover the additional staff costs incurred. We appreciate that sometimes parents/carers are unavoidably detained. However, late collection of children puts pressure on staff because staffing is organised to ensure that ratios are maintained at all times. Please refer to our Late Collection Policy for further information.

Non-Payment of Fees

If payment has not been made by the date stated on the invoice, the child's place at the Nursery will be at risk. Invoices outstanding for more than 30 days may result in the suspension or withdrawal of the child's place until the outstanding balance is cleared. Parents/carers will also be responsible for any reasonable costs we incur in recovering unpaid fees or supplemental charges, and we may inform any other school or educational establishment to which the child is transferring, of any outstanding fees.

We will always aim to work with families where there are genuine financial difficulties. Parents/carers who are struggling to settle childcare fees should contact the Nursery Manager as soon as possible so that options such as a payment plan or a temporary reduction in sessions can be discussed. We will take all reasonable steps to support families wherever possible; however, continued non-payment may still result in the loss of the child's place.

Where appropriate, we can also signpost parents/carers to organisations that offer free advice and support with benefits, debt management and financial matters, including:

National Debt line – www.nationaldebtline.co.uk – 0808 808 4000

Citizens Advice – www.citizensadvice.org.uk

Working Tax Credit Helpline – 0845 300 3900

Changes to sessions/ Leaving the nursery

Where possible, we will try to accommodate requests for changes to Nursery sessions; however, we require at least one week's notice for any requested changes. Short-term or last-minute changes may not always be possible and will be considered at the Manager's discretion, depending on availability and staffing requirements.

We require four weeks' written notice if a child is leaving the Nursery. Fees remain payable during the notice period, whether or not the child attends.

Consumable Fee

We charge an optional Consumables Fee of £35 per full term (approximately three months). This fee covers items that are not funded by government funding, including:

- Meals and snacks
- Additional nappies, wipes and nappy bags
- Sun cream and personal care items
- Craft and enrichment resources that go beyond the EYFS
- Local outings and special visits

This charge reflects an average breakeven cost for these items and is not a condition of accessing funded hours. Parents may choose to provide their own food and consumables if they prefer.

Consumable charges are shown separately on invoices from funded hours, in line with statutory guidance and to ensure full transparency.

Why We Offer a Nursery Consumables Option

Shared snack times are an important part of our nursery day and curriculum, and all children take part fully, regardless of whether snacks are provided by the nursery or from home.

- During snack times, children are supported to:
- Recite the du'a before and after eating
 - Eat together in a calm, respectful environment, following the Sunnah
 - Practise good manners and gratitude
 - Communicate with peers and develop confidence and independence

These routines are part of our daily provision and support children in becoming confident and school-ready.

While all children participate equally, many families choose the consumables option as it allows the nursery to manage food safety, allergies and storage consistently across the setting. Due to limited chilled storage and the number of children with allergies, nursery-provided snacks are often the most practical and safest option.

Enrichment and Extra Curricular Activities

We are proud to offer all children a wide range of enrichment experiences, including activities such as:

- Forest School
- Hatching chicks
- Visiting animal experiences
- Special indoor and outdoor learning activities

Historically, we have not charged separately for these experiences, as we believe they are an important part of what makes Al-Ashraf Nursery a special and nurturing learning environment.

However, if a significant number of families choose to opt out of the consumable charge, we may need to review the frequency and nature of enrichment activities to remain financially sustainable. While we have always tried to absorb these costs as part of our ethos, ongoing provision must remain viable for the nursery.

Opting out of the Consumable Fee

We understand that some families may wish to provide their own food and consumables. However, due to the number of children with allergies within the nursery, all snacks and lunch must meet strict safety requirements. Please refer to our Health Eating policy.

Please also note:

- Any snacks and lunch that does not meet allergy and safety requirements will not be permitted
- Parents may be asked to return home to replace non-compliant items

In some circumstances, where required for allergy safety, alternative seating arrangements may be used. Staff ensure that children continue to feel included, supported, and engaged during these times.

Additional Services/ Charges

Charges for additional services, such as educational trips or special events, will always be communicated in advance and agreed with parents/carers prior to the activity taking place.

If a child arrives at nursery without a snack or lunch (where parents have chosen to provide their own), the nursery will provide food to ensure the child is not left without. In these circumstances, the following charges will apply:

- Snack: £0.50
- Lunch: £3.00

These charges reflect the cost of food provided and will be added to the next invoice.

Review of Fees

Fees will be reviewed at the end of each academic year, and at other times should circumstances make this necessary. A half term's notice will be given of any increase in fees allowing families the opportunity to discuss their options with the Nursey Manager.

Invoicing

Parents/carers will receive a written invoice detailing the services they are being charged over and above the funded weekly entitlement. This will be issued a month in advance.

Date Approved: 13/01/2026

Next Review: 10/09/2026

Approved by Al-Ashraf Nursery Working Committee and Al-Ashraf Nursery Managers.