



St Leonard's

C of E Primary School

Nursery Policy

This policy was written in:	June 2026
To be reviewed:	June 2028
By:	Avril McGill / Kay Proctor

'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.

Little Lenny's Nursery at St Leonard's CE Primary School

Nursery Policy

Nursery Hours

Little Lenny's Nursery at St Leonard's CE Primary School operates 8.45am – 3.30pm (38 weeks per year) term time only and follows the school holiday calendar. We also offer wraparound care from 7.30am – 8.45am, and from 3.30pm – 6.00pm. Children can be booked in for full day sessions, morning sessions, or afternoon sessions. The session times are stated below. Children must be dropped off and picked up in line with these times.

8.45am – 11.45am (morning)

11.45am – 12.30pm (lunch)

12.30 – 3.30pm (afternoon)

Breakfast club 7.30 – 8.45am

After school Club 3.30pm – 6.00pm

Admissions

Parents should complete a nursery application form which is available from the school office or on the school website. This should be returned to the school office via email office@st-leonards-pri.lancs.sch.uk or in person. Your child must be at least 3 years old to attend our nursery, however, you can return your application form 12 - 18 months in advance. Priority for admissions will be for siblings of children who already attend the school.

For children who will be starting at the nursery, parents will be informed regarding their application via email and an information pack sent out. For children starting in September, this will be in the beginning of the Summer term. For children starting in January, this will be the beginning of the Autumn term, and for children starting in April this will be the start of the Spring term. Any admissions for nursery at any other start time of the year will be discussed on an individual basis to determine if this is possible.

Charges

If your child is eligible for a 30 hour funded place they are entitled to 4 full days and one morning session. If you would like them to attend the full day to make 5 full days, there is a charge for the last session. If you wish to use your funded hours for wraparound care that is also an option. If your child is not eligible for the 30 hours, you may pay for extra sessions.

The sessions are charged as below:

3 hour session £22.00

Full Day £49.50

Lunch sessions added to your funded session £5.50

Breakfast Club £6.00

After School Club £8.00

Payments

We are a cashless school and use parent pay for payments. We also accept tax free child care vouchers for childcare. Funded hours can be used either the 30 hours of 15 hours government funding. Please complete and Early Education Funding Agreement for provision of early education funded places. If you are using more than one provider more than one form must be completed (one for each provider and hours clearly stated for each). Eligibility codes must be provided before your child starts at the nursery to Mrs McGill. These forms are part of the information pack or just ask at the office.

Weekly fees are payable in advance by the Friday before the week the sessions are taken. Payments can be made via parent pay or childcare vouchers. If you are using tax free childcare vouchers the code for your child, or voucher details must be given in advance of payment, and school details confirmed. Account details for registering childcare vouchers can be obtained from the office. Any voucher payments must be emailed to bursar@st-leonards-pri.lancs.sch.uk with the date, reference and amount. Payment is due for any sessions that are booked, even if your child did not attend.

An email will be issued to any parents / guardians who have outstanding payments that have not been paid by the Monday of the week the sessions are to be taken. A second reminder will be sent out 5 working days following. If payment is not received within 5 working days from the second email reminder your child's place from the nursery will be withdrawn for any paid sessions. Your government funded sessions will not be removed.

The nursery and wraparound care falls under the St Leonard's CE Primary School Debt Collection Policy. If a parent or guardian is experiencing any difficulty with payments of fees, they should contact Mrs McGill or Mrs Proctor in confidence as soon as possible. Where no contact is made and debt remains on the account, these debts will be passed on to Lancashire County Council for debt recovery.

All payments will be reconciled each month, and records of childcare voucher payments applied. If these do not come through to school we will ask you provide further evidence of payment so we are able to query with the provider. Registers, payments, reports, and details will be stored for 3 years plus current working year.

Cancellation

If parents wish to cancel their booked sessions 6 weeks' notice is required in writing to bursar@st-leonards-pri.lancs.sch.uk. All fees, including the notice period, must be paid in full by the point your child leaves Little Lenny's Nursery.

Absence

If your child will not be in school for any reason please telephone the office using the absence line on 01772 556021. You will still be expected to pay for your sessions or use your funded hours.

Penalty Charges

Parents and guardians who are consistently late collecting their child (more than 3 late collections in any half term) will incur a penalty charge of £10.00 per child per occasion. If you do not let school know you are late and this runs outside of school hours social services / police may be contacted. Persistent late pick up may result in your child's place being removed.

Exception to Payment

If school is closed due to an unforeseen closure there will be no charge. Bank holiday and INSET days will not be charged and are documented on the school holiday calendar on our website.

Chargeable Extras

Toast is available daily at a charge of 25p per day, and can be booked via the school office office@st-leonards-pri.lancs.sch.uk. This is paid for via parent pay.

School meals can be booked in advance and paid for via parent pay at a charge of £3.00 per day.

Any trips organised will be an extra charge. Details will be provided by Mr Johnson. These are optional.

Fruit is provided free of charge daily.

Milk is via the 'Cool Milk' scheme, please sign up through them.

If children are not fully toilet trained when they start nursery, parents and guardians are responsible for providing nappies and wipes for their child.

Uniform

The nursery children will wear the school logo PE top and school logo cardigan or jumper with black or navy leggings / shorts / joggers, and black trainers. These can be purchased via school or the uniform providers on our school website.