

Blackhall Nursery

Additional Chargeable Hour Policy

Introduction

This policy explains what wrap-around care is offered at Blackhall Nursery, how it operates and how places are allocated.

This policy has no bearing on the fully-funded core hours of childcare provision at the Nursery and refers only to optional additional chargeable childcare out with core hours. For information regarding funded childcare places during core hours of 08:25 to 14:35, please refer to our website at <https://www.blackhallnursery.co.uk/places>.

The Nursery is aware that the core nursery hours are not ideal for all families and that wrap-around care may be needed. As a community-led nursery, we strive to accommodate the needs of our families where possible, but facilities constraints and limited staff resources have an impact on what the Nursery can offer.

Current Wrap-Around Care Provision

Currently the Nursery offers an optional chargeable 'additional hour' of childcare from 14:35 to 15:35, Monday to Thursday during term time, with a limited number of spaces available each day. The current cost for this service is £8.00 per day, which is subject to annual review. This cost includes the provision of an extra snack for the children during the additional hour. An invoice for the additional hour service is issued monthly, in arrears.

Families may apply for the additional hour service on any or all available days. Families are then asked to sign an agreement and pay a small refundable deposit when they commence the Additional Hour service. This guarantees a place for their child on the agreed days, for the rest of the nursery year. Ad hoc usage of the service is generally not permitted, unless there are extenuating circumstances.

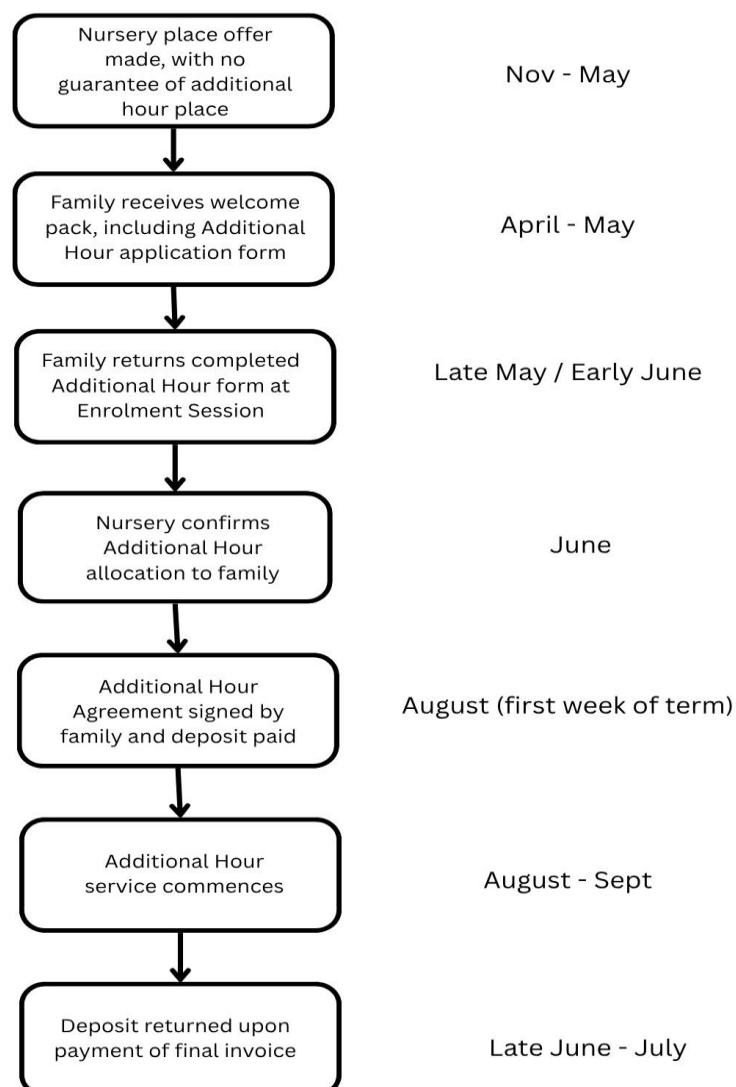
Allocation of Places

From August 2026, the maximum number of places available each day for the additional hour service is 10. This limit is in place to allow the children to eat their snack together in the small dining area, while other areas of the nursery are cleaned, tidied and prepared for the next day. Capping the number of children also allows for a small amount of 'non-contact' time for each practitioner (on rotation) to do their required paperwork and other administration.

Where there is more demand than availability, places will be allocated proportionately to ensure fairness to all families. This means that not all requested days may be available to every family. Nursery families are asked to consider this when deciding whether to accept a place for their child at Blackhall Nursery.

Additional Hour Place Allocation Process and Timeline

The flow chart below shows the process and timeline for allocating the Additional Hour spaces, assuming that the nursery place offer is made before the Enrolment Session in May/June. For families joining the nursery after the Enrolment Session, Additional Hour requests will be considered and confirmed as soon as possible after enrolment.



Terms and Conditions

Below is a summary of the terms and conditions for using the Additional Hour service:

- A small deposit is required at commencement of this service. This is fully refundable upon payment of the final 'additional hours' invoice.
- Charges will be billed monthly in arrears. An invoice will be sent by email and payment must be received within 15 days or your child may lose their 'additional hour' place.
- There is a four-week notice period for anyone wishing to end the arrangement.
- No refunds/reductions will be given for children's absences or holidays taken during term-time.
- Children staying for the Additional Hour will be offered an extra snack, which meets the standards set out in the Scottish Government's 'Setting the Table' guidelines.
- Blackhall Nursery welcomes payment from Tax-Free Childcare Vouchers schemes for the Additional Hour Service.

Alternative Arrangements

Blackhall Nursery works closely with local childminders. If the Nursery cannot meet your requirements for wrap-around childcare, the Nursery Manager or Business Manager will be happy to provide contact details childminders working in the Blackhall area.

Policy Adopted on: 30.04.26

This policy links to:

Care Standards(s):

UNCRC: