

Charging Policy



EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe 1.4 Health and Well-Being	2.3 Supporting learning	3.3 The learning environment	4.4 Areas of Learning and Development

Warwick Community Playschool supports the entitlement to free 15 hours early years provision for 3 and 4 year olds and the two year old entitlement as well as children who are fee paying and use childcare vouchers. Further information about current funding guidelines can be found on the Northamptonshire County Council Website. We do not charge an administration or deposit fee. From September 2017 we will be offering the 30 hours funding.

2 Year Old Funding

All 2 year olds who have met the eligibility criteria set out below can continue to receive a place once they have taken it up even if there is a change in the child's circumstances until the child reaches the date stated in the Free Entitlement table when they can begin accessing the universal offer. This provides a seamless transition between funded programmes. We will not charge for snack or other provisions, however, donations are welcomed.

FINANCIAL ELIGIBILITY

Eligibility is established on the basis that the parent/carer lives in Northamptonshire and has confirmed they meet the required financial eligibility criteria by using the NCC Online Eligibility Checker (OEC) and have been issued with a Unique Reference Number (URN) which they must provide to the setting.

DISCRETIONARY REFERRALS AND LOOKED AFTER CHILDREN

A Discretionary Referral process is also in place where the most vulnerable children can be referred into the programme by any professional working with the family. This also provides the route for Looked After Children to access their legal entitlement for a funded place. If offered a place via this process, a confirmation offer with an individual reference number will be issued to the referrer who must provide this to the Early Years setting chosen to deliver the funded place. Children offered a place via the 'discretionary' process will be able to access a funded place from the start of

the next funding block after their 2nd birthday. If already attending a setting, a place will be funded from the date of Approval. No back dating of funding is permitted. Parents/Carers will be asked to complete and sign a funding form for each funding block.

3-4 year old Funding

Universal free 15 hours 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. Parents/Carers will be asked to complete and sign a funding form for each funding block. We will not charge for snack or other provisions, however, donations are welcomed.

Warwick Community Playschool will be offering the 30 hours funding from September 2017. This offer will only be for those eligible for the funding and who present their funding code in advance. Additional sessions may be booked at the managers discretion and must be paid for within 6 weeks. If they are not paid for, the additional paid hours will be removed. We will not charge for snack, however donations are welcomed. We may ask for fees for additional services (such as clubs) in lines with our findings from a 30 hours questionnaire.

Fee Paying and Childcare Vouchers.

The costings are based on resource requirements to meet Early Years Foundation Stage and Ofsted regulations.

Invoices are sent out at the beginning of each half term, with payment due during that term. Parents are required to speak to a member of the management team about any issues related to payment. Warwick Community Playschool only has provision to accept cash or childcare vouchers at present. Childcare vouchers must be agreed with the manager before starting so that an account can be set up. Any charges arising from payment in un-cleared funds will be passed on to the parent.

Payment of unpaid fees will normally be pursued through the small claims court, after discussions with family members and payment plans have failed. If payment has not been received within 4 weeks of the date of the invoice then the child's place at nursery will be at risk. Parents/carers may be able to access a range of tax benefits and grants to support child care cost.

Pricing Structure

Hourly Rate	£ 4.00
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Sessional Fee £ 12.00

Other charges:

Early arrival/late collection fee of £4.00 per additional 15 minutes.

Bills must be paid for within six weeks. If there are any concerns with this, please speak to a member of the management team. The playschool will do their best to support with payment plans.

However, any unpaid bills after 12 weeks (that have not been discussed with the management team) may be subject to your child losing their place or the playschool using the services of debt collection agencies.

Fees still apply if the parents choose to not send their children to their session, are on holiday or due to illness. The playschool will refund any sessions that we close for.

Settling in sessions are charged for in blocks of 15 minutes. These are only charged for when the child is staying at the playschool independently.

Provision

Childcare provision will be available from 8.50am until 11.50am and 12.40pm until 3.40pm, five days a week, term time only. From September 2017, eligible children will be able to attend from 9.00am until 3.30pm (with some hours left for wrap around) due to the 30 hours funding. The playschool will also shut for teacher training days.

Parents/carers are required to send their children for at least two sessions per week.

The notice period for withdrawing a child from Warwick Community Playschool is one calendar month.

Any breakages or damage to property caused by children or family members may be charged to the family at the managements discretion.

Voluntary contributions

Voluntary contributions are welcomed to support the cost of trips and special events organised to enrich the delivery of the curriculum, as well as snack, equipment and daily running. We are a registered charity.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in May.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsibility for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.