

Charging Policy for 2yr old Childcare Provision

At Stakeford Primary School we provide up to 15 hours a week of sessional care for children from the term after their 2nd birthday. We support the government funded 2yr old entitlement, up to 15 hours of free early years provision available to families in receipt of certain benefits.

Regulations prescribe that children become eligible for 15 hours per week of funded 2year old early years provision at the start of the term following their 2nd birthday.

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

We provide care for pupils attending Stakeford Primary School's Little Explorers and this is chargeable in line with our extended services charging policy.

Equal opportunities

- The opportunity of onsite care will help enhance children's wellbeing and achievements promoting secure foundations for future learning and life.
- The provision of quality nursery places for 2 year olds will help parents return to work, education and training. This will support families in reducing the impact of poverty.

Policy aims

- Ensure that the childcare we offer is flexible to meet the needs of parents
- The governments free entitlement which covers 15 hours per week, over a minimum of 38 weeks, will be maintained subject to session availability
- Ensure our charges are fair and affordable
- Review all charges regularly
- All parents/carers will be given notice of increased charges in the term prior to its effective date
- The primary objective of any monetary increase is made to sustain the nursery

2yr old funded places

Childcare provision is currently available from 8.45am until 11.45am, Monday to Friday and Monday, Wednesday and Friday 12.15pm until 3.15pm on a first come, first served basis.

Little Explorers is open term-time only, 38weeks of the year and is closed for teacher training days.

- No charge can be made for the Early Years Foundation Stage 'funded' education place of 15 hours per week.
- Eligible children are able to take up as much or as little of their entitlement, subject to availability. If there is limited or no availability children will be placed on a waiting list in order of first come, first served.

Booking a Government funded (free) place

Parents/carers must present staff with a Northumberland early years funding letter showing the eligibility code (known as a golden ticket) along with the child's proof of identity (birth certificate or passport) by the date indicated on the letter.

All eligible children MUST return a completed parent declaration form to give consent for staff to check eligibility and provide the information needed to claim funding from the local authority.

Parents/carers must speak to Little Explorer's staff about availability of a place and then return the booking form provided. Places will be granted on a first come, first served basis.

Families are able to purchase 'top-up' morning or afternoon sessions, dependent on availability, this can start after your child's second birthday.

Cancellation policy / Illness while taking up a Government funded (free) place

You do not have to pay for funded places if your child does not attend, funding is in place for your chosen days during the term, but it would be appreciated if you could telephone school to inform staff of any reason for absence. Holidays should be booked in by completing a holiday form, available from the school office.

Parents in receipt of the 15hour entitlement may choose not to use the full offer but do not have a right to defer allocation of sessions to following weeks or terms or reclaim the hours lost at a different point in time.

2yr old non-funded places

Places will be allocated on a first come first served basis and must be arranged in advance.

Paid provision is currently available for up to 24 hours per week from the date of your child's second birthday.

Childcare provision is currently available from 8.45am until 11.45am, Monday to Friday and 12.15pm until 3.15pm Monday, Wednesday and Friday. Little Explorers is open term-time only, (38 weeks of the year) and is closed for teacher training days.

- Availability of places will be reviewed at the end of each half term.
- Placements are booked in 3 hourly morning/afternoon sessions (£15)
- Paid places can be booked in half termly blocks

It is recommended that places at Stakeford Primary School's Little Explorers are applied for as early as possible prior to date of required commencement. If there is limited or no availability children will be placed on a waiting list in order of first come, first served.

Payment Structure

Little Explorers will always endeavour to keep its fees as low as possible.

- If you would like to book childcare sessions, we will charge £15.00 per session (£5 per hour).

Invoices and statements will be sent out on a monthly basis for your records

Vouchers

We are able to accept childcare vouchers for chargeable sessions. You can speak to Mrs Widdows for more information. Accounts will be registered at the school office.

Booking

Please speak to Little Explorer's staff to find out availability. If a place is offered, an Attendance Contract will be issued. This form must be signed and returned as soon as possible to secure a placement. If you would like to increase your sessions, this will be subject to availability of spaces. Any changes to attendance will require a new attendance contract to be submitted.

Payment terms

Payment must be made monthly. All outstanding payments must be settled by the end of each calendar month.

Non-payment of fees

- A reminder of non-payment of fees will be sent after two weeks with a follow up reminder being sent.
- If payment has not been received within 4 weeks of the date of the invoice, this may result in the loss of your child's place and advice sought from the local authority concerning recovery. Please speak to staff if you are experiencing any difficulty.

Collection Arrangements and Late Charges

Little Explorers reserves the right to impose charges for late collection of children, for parents/carers who have not informed staff that they will be late, up to £5.00 for every 30 minutes late will be charged to recover additional staff costs incurred.

Payment methods

The easiest way to pay is via cheque or cash at the school office. Cheques for sessions should be made payable to Stakeford Primary School. Payment may also be made online through direct debit or standing order.

If you are claiming Child Tax Credit, you must inform the Inland Revenue of any changes to your circumstances immediately. We are registered with Ofsted and our registration number is 122178. You will need this reference number if you are going to make a claim.

The Inland Revenue may contact us at any time to confirm the childcare arrangements we provide for your child and we are guided by law to provide this information, therefore, if payments are not kept up to date we have a duty to inform Tax Credits about the arrears on the account.

Voluntary contributions

These are requested to cover the cost of snack and special events or resources to enrich the delivery of the curriculum. (This is currently 50p per week.) No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.

Cancellation policy / Illness of a fee paying place

Once you have booked a paid session, you are obliged to pay, even if your child does not attend for any reason, including illness.

Little Explorers staff will advise you if they feel your child is not well enough to be at nursery.

Should you wish to take holidays during term time they can be booked fee free by completing a school holiday form, available from the school office. Two weeks notice is desirable.

Unavoidable/unexpected school closure

Should school be closed for reasons beyond our control (e.g. bank holidays, extreme weather conditions) you will not be charged. School will notify you through their text service of any unexpected school closure. Please ensure your details are kept up to date.

Notice period

If you wish to withdraw your child from Little Explorers, we require one month's notice in writing or the payment of one month's fees in lieu of notice. Any payment that has been made for a place within your months' notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

Stakeford primary School will endeavour to inform you of any changes to policy, contract, opening times or planned closures, at the earliest opportunity.

Review and Monitoring

This policy will be reviewed annually and or when new legislation comes into force, whichever is sooner.

Adopted by the Governing Body of Stakeford Primary School

Date:

Reviewed:

Next review date: