Early Years Charging Policy



Date policy last reviewed: 07/2024

Signed by

Kay Barrett	EYFS Leader	Date 03/07/2024
Andrew York	Chair of Governors	Date:

St Peter's & Clifton CE (VC) Primary School
Early Years Charging Policy

St Peter's & Clifton CE Primary School offers term time, 15 hours funded places for children aged 3 and 4 years old. In addition to this, the school offers parents the option of taking 15 additional funded hours per week based upon the 30 hours extended entitlement or 'Working Parent Entitlement'.

All children are entitled to free universal funded nursery provision from the term after their third birthday (15 or 30 hours per week depending on family circumstances). It is expected that the majority of parents will choose to take this entitlement for the hours spent in our nursery.

Parents also have the option to pay for an additional 15 hours if they do not qualify for the funded 15 hours 'Working Parent Entitlement'.

HOURS OF OPERATION

Sessions for our early years setting for 15 universal hours per week are split between a morning OR afternoon option :-

AM 8.30am – 11.30am or
PM 12.15 – 3.15pm.

Sessions for our early years setting for the extended 30-hour offer is :-

All day 8.30am – 2.30pm.

In order to provide parents with the opportunity to access 30 continuous funded hours, there will be no charge if a child who attends for a full day is picked up at 2.30pm. This means that if a child attends every day, their funded hours will be taken up with 6 hours daily, 8.30am to 2.30pm.

Parents who wish their child to attend until **3.15pm** each day can do so and this will be a chargeable element.

CHARGES

A 3-hour session will cost £16.50 (hourly rate of £5.50).

Parents who wish their child to attend until 3.15pm each day will have a chargeable element from 2.30pm – 3.15pm. This is £4.

Children taking up the extended 30 hours entitlement must either bring a packed lunch each day or they can be provided with a school lunch, currently £2.53. The cost of school meals may increase if our school meal provider increase their charges. We

have a cashless dinner system and payments are made in advance on-line via ParentPay.

Visits/trips will be charged based on the cost of the trip.

PAYMENT

Parents will receive a notification for the sessions/hours agreed and will be expected to pay this in advance via ParentPay, in full, each half-term. Please note if we do not receive your payment within the allotted period, your place will be lost and will be offered to another eligible parent.

Payment options

Please contact the school to discuss alternative payment methods such as Childcare Vouchers or Tax-Free Childcare, which can be used for these sessions.

Parents will have the option to pay in instalments if they are only entitled to the universal 15hours and have chosen to purchase the additional 15hours, in order for their child to attend 30 hours.

Individual payment arrangements in exceptional circumstances can be discussed with the Headteacher/ School Business Manager. Please talk to office staff should you think you have exceptional circumstances.

If a child is absent, whether due to sickness or for any other reason, refunds or reductions are **NOT** available for absence.

In the case of prolonged unexpected absence e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

PARENTAL AGREEMENT

Sessions will be allocated by applying the same criteria outlined in Wakefield Council's Admission policy. There are a limited number of 30 hour places and there is no guarantee that a parent will receive the sessions they request.

All hours agreed with parents will be detailed in the Early Years Parental Agreement. This will be signed by the parent / carer and provider.

If a parent is taking any of their entitlement at another provider, they must indicate this on the Parental Agreement. If a parent is splitting their 15 or 30 hours with other providers, this must be made clear.

Once chargeable sessions have been agreed and signed, they will continue unless:

1. Parent/ Carer has given two weeks written notice to cease the sessions;
2. The child leaves the nursery;
3. Payment for the chargeable sessions has not been made by the agreed date;
4. The child has not been attending the chargeable sessions regularly;
5. Parent / Carer is no longer eligible for the funded hours (see 'grace period' below).

Notice Period
Two weeks notice, *in writing*, must be given if you wish to remove your child from our setting, or change to another setting.

ELIGIBILITY
Parents should use the online HMRC eligibility checking system at www.childcarechoices.gov.uk to obtain an eligibility code. If you are experiencing any problems checking your eligibility, please contact the Customer Interaction Centre on 0300 123 4097.

Please note that your eligibility is only valid for 3 months and you will need to re-confirm your eligibility every 3 months and pass your new code to the school office in order to maintain the funded place.

Grace Period
The extended entitlement is for working parents. If you lose your job and are no longer eligible, you will be allowed a 'grace period' where your child can still access the additional hours for 6 weeks. The grace period will allow your child to remain with their childcare provider until the end of this period giving you time to find another job.