



Policy 160 – Admission Fees (Draft)

Policy statement: Admission Fees

It is my policy to ensure that parents are advised of the fees that I charge and what these fees include and exclude. I aim to make my setting accessible to children and families from the local community through open, fair and clearly communicated policies and procedures.

Provision

As outlined in the 2017 EYFS framework, I am restricted to the number and ages of children that I may care for at any one time. As part of my Ofsted registration I am able to care for 6 children under the age of 8 years, 3 of which may be under 5 years old and 1 of these may be under 1 year old.

I drop off and pick up from the following settings and schools: Our Lady's Queen of Martyrs (and by special arrangement for continuity of care only – Acomb Primary School).

Opening hours

My setting is open at these times: Monday, Tuesday, Thursday and Friday 8am to 6pm.

Childcare and early education entitlements

I offer the following: the universal entitlement for all 3- and 4-year-olds; the extended entitlement for eligible 3- and 4-year-olds with working parents; and the 2-year-old entitlement.

I claim funding from the local authority for your child after having seen evidence to verify their date of birth at our initial meeting. Parents will be required to fully complete a Parent Declaration Form in order for me to claim any funding and deliver the funded care.



For more information on all entitlements, and to check eligibility criteria please visit www.childcarechoices.gov.uk.

Attendance during funded sessions

Please inform me of any reason your child is unable to attend. I am required to monitor your child's attendance and inform the local authority if attendance falls below 90%.

If you take your child out of my setting during funded hours then I am not required to provide alternative sessions.

Fees (Academic year 2018-19)

(For children aged under 5)

Hourly rate £4.5 (minimum 8 hours per day)

Daily rate £40

(For children aged over 5 and under 8)

Hourly rate £4.5 (minimum 4 hours per day)

Daily rate £40

Before school £5

After school £10.5

(For children aged over 8)

Hourly rate £4.5 (minimum 1 hour per day)

Daily rate £40

Before school £5

After school £10.5

Fees for the academic year 2019-20 will be updated in December 2018



Additional charges

I make a charge for certain additional services. These are listed below (see more examples in the policy guidance).

Lunch £2.50

Please note that if you are accessing one of the childcare and early years entitlements, that government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services. If you are only accessing funded hours then these charges are optional and are not a condition of accessing a free place. All additional charges will be itemised on your invoice. If you experience difficulties meeting the cost of these additional services please come and speak to me.

Occasional charges

There may be times that other fees are added to your monthly invoice. These may include:

Late collection fee: £2 per 15 minutes' (our each part of 15 minute) late collection.

Early arrival/Late drop off fee: £2 per 15 minutes' (our each part of 15 minute).

Late payment fee: Your regular payment is due on 1st day of each month. Late payment incurs a fee of £3 per day.

Unsociable hours: My usual working hours are from 7:30 am until 18:30 pm. If you require care outside of these hours the fee will be £8 per hour.

Deposit

It is my policy to charge a deposit, this deposit will be fully refunded when they take up their place as planned.

Please see your contract for details of the different types of deposit.



Payment

Payment day: 1st day of each month.

Payment in advance.

Monthly.

Preferred mode of payment: Bank transfer (bank details provided on invoice).

I accept payment via most childcare vouchers. Please check with me as to whether I accept the vouchers provided by your workplace. I am also registered with the Government's Tax-Free Childcare system.

Holidays and unplanned absences

I plan my holidays a year in advance (usually to coincide with the holidays of Our Lady Queen of Martyrs Primary School). I also close for Bank Holidays.

I do not charge for my holidays.

If I have to close my setting at short notice there is now charge.

For further information see my illness and infectious diseases policy.

Dabrowka Lichtarowicz

December 2017

Review date: December 2018