Pay Policy for all Childcare Under Section 27 Community Powers

Review Date: February 2019

Next Review: February 2021

Aim
The aim of this policy is to ensure all staff and parents/carers have a clear understanding of the school's approach to bookings, cancellations and fees for the childcare services provided through section 27 community powers. (Cheerios and Little Acorns Pre-school)

As a Church of England School, we underpin all of the services we offer our families and children with our core Christian values. We aim to provide affordable childcare in a safe, caring, supervised environment for our pupils throughout the day.

Cheerios

Opening Times
Breakfast Club
Monday – Friday: 07.30 – 08.30
After School Club
Monday – Friday: 14.45 – 18.00

Bookings and Fees

If you require regular hours or days, these should be booked in advance on a half termly basis to ensure the correct staffing levels are planned for and to ensure your child's place is secure. Full charges will be made in advance for these sessions, even if your child does not attend due to sickness or personal holidays, unless you have followed the cancellation procedure outlined below.
If your child is accessing regular hours, any cancellations or long-term changes to these hours will require at least two weeks' notice so we can ensure availability and change staffing levels as required. Failure to do so, will result in full payment for sessions missed.

If you need to make a temporary swap of the days your child attends, at least 48-hour notice needs to be given due to demand and availability. Although we will always try to be accommodating, these changes cannot be guaranteed.

As a school we understand that Cheerios may need to provide occasional places at short notice. Whilst we will endeavour to accommodate all requests it will depend on availability on the day. Short notice bookings will be subject to full payment irrespective of whether or not your child then attends. Full payment will need to be made on the day for adhoc sessions unless you are in a contract with us and then it will be added to your following month's invoice.

In the event of school closure, due to adverse weather conditions or problems with the building (e.g. no heating or water supply), parents will be informed of the closure as soon as possible. Payment will still need to be made for these missed sessions.

We understand that sometimes changes in circumstances cannot be avoided and we will always be flexible with these guidelines and offer a certain level of goodwill whenever we are able.

Fees
The cost of the clubs are as follows:

- Breakfast Club - £4.00 (breakfast included)
- After School Session - £9.25 (drink and snack included)
- Light Evening Meal - £2.00 (per session)

Invoicing and Payment
Invoices for all sessions attended will be sent out at the beginning of each month (1st Monday of each month). Invoices will include all fees from the 1st of that month. **Full payment must be received before the 15th of that month.** For example, invoices for sessions attended in February will be issued at the beginning of February, and payment must be received by the 15th February. On return of the payment slip from the invoice, you will receive a receipt from Cheerios as proof of payment.

Payment
You can make payments by any of the following methods direct to the school office:

- Cash
- Cheque (payable to Lincolnshire County Council)
- Childcare Vouchers (Sodexo ref 891348, Eden Red ref P21200516, Enjoy Benefits and Tax-Free Childcare vouchers. Please ask if there are others you wish to use).
- BACS

The bank details for setting up payments, are as follows:

Lincolnshire County Council
Barclays Bank plc
316-318 High Street
Lincoln LN5 7DP
Sort code 20-50-39
Account number 63509095

When paying by childcare vouchers or BACS, the following reference must be quoted:

S33700, followed by your child's initials, followed by the invoice number being paid. For example S33700/JC/13.

Without these references, payment cannot be tracked within the Lincolnshire County Council account and we will be unable to confirm your payment. Your payment slip must be return as proof of payment irrespective of the method you use.

In the event of non-payment
If a payment is late (made after the 15th of each month), a fee of £20.00 will be added to the amount owed. If non- payment extends over two invoice periods, we reserve the right to refuse to allow your child to attend any further sessions until full payment is received. We will continue to add a late payment fee every month until the bill is settled.

Although we encourage prompt payment, we also recognise that at times parents/carers may experience financial difficulties. We will try to ensure that no child/children or families are penalised should this situation arise. All financial matters of this nature will be dealt with the utmost sensitivity and consideration in total confidence. If you find yourself in a situation where payment is proving difficult, please speak to the office or directly to Aimee Riley.

Little Acorns Pre-School

Fees/Payment for funded hours

Newton on Trent Church of England Primary School will be offering pre-school places from September 2020. There will be funded places where children can attend using their 15 hours Universal entitlement or funded places of up to 30 hours if parents are eligible.

If parents are eligible for up to 30 funded hours of childcare, they will need to provide the office with an 11 digit eligibility code for these session to be free. Applications for this eligibility code can be made at https://www.gov.uk/apply-30-hours-free-childcare . Children are able to access both of these options for funding the term after their third birthday,

We will be offering provision for these hours in the following sessions:

15 HOUR ENTITLEMENT	**30 HOUR ENTITLEMENT**
Morning 8.30 – 11.30am (3 hours)	All day 8.30am – 2.45pm (6.15 hours) If you opt to choose all day for five days you will to pay for the extra 1.25 hours
Afternoons 11.45 – 2.45pm (3 hours)	Morning 8.30am – 11.30am (3 hours)
Lunch If you wish for your child to stay for lunch (11.30 – 12.30) following a morning session, an additional £4 will be charged per day. You can order a lunch	Afternoon 11.45 – 2.45pm (3 hours)

through our catering company.	

As above, to access the 30 funded hours, parent will need an eligibility code which has to be renewed throughout the year. If this code is not received by the office, the hours your child attends will then be charged at the Early Years Funding Rate (currently £3.98). If you do not wish to pay these fees, you will need to give four weeks' notice (fully charged) to cancel your child's place.

Fee paying hours

There may be times that children want to access more hours than the 15 or 30 hours entitlements on a regular basis. For all additional hours, a fee of £4.00 an hour will be charged. These hours will need to be registered and booked in advance as part of a contract. Any changes to these hours will require four weeks' notice. Any additional hours outside of the initial contract could be available where possible and will be invoiced the following month. These hours would be dependent on space and the hours required.

We are also offering fee paying hours for children who have turned three but are not yet eligible for the funding. For example, if your child turns three in September and is not eligible for funding until January, they can still attend pre-school with the charge of £4.00 an hour within the normal session times. These will be invoiced on a monthly basis.

Invoicing and Payment

Invoices for all paid sessions/hours attended will be sent out at the beginning of each month (1st Monday of each month) Invoice will include all fees from the 1st of that month. **Full payment must be received before the 15th of that month.** For example, invoices for sessions attended in February will be issued at the beginning of February, and payment must be received by the 15th February. Any additional hours within the month, will be charged the following month. On return of the payment slip from the invoice you will receive a receipt from the school office as proof of payment.

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Additional costs

Children who are yet to be potty trained must bring in their own nappies, baby wipes and nappy bags. Anyone who does not bring these with them on a regular basis will be charged for the resources used.

Children who are choosing to stay for lunch can book a meal through our catering company. Children of pre-school with be registered for free milk and they will receive a mid-morning snack free of charge.

How we allocate the funding

Here at Newton we are only offering funded hours through the term time model. The school adopts the Local Authority Early Years Educational funding team's calendar. This equates to 570 hours of maximum claim for 15 hours early years entitlement and 1140 hours for 30 hour codes funded to the school for your child(ren) (as stated on your Parent Declaration Form). Therefore to balance the funded and non-funded charges, we calculate this across our school term dates as 3 hours per open session. For example, a 3 day week will calculate as 9 funded hours (i.e. 3 days x 3 hours = 9 funded hours).

Absences from a booked session will still be charged both for funded hours and fee paying hours.

We will review our fees annually due to the ever increasing costs of running pre-school provision, whilst being ever mindful of keeping our services affordable. We will give at least one months' notice of any fee increase.