

Seedlings Kindergarten

Charging Policy

Current Charges

Morning session (9.00 till 1.00): £20.00

Afternoon session (1.00 till 3.30): £5.00 per hour, with each half hour begun being charged at £2.50

Charge for food: *£1.50 per day

Charge for materials: *£1.00 per day

* This is a voluntary charge for those families only accessing the free entitlement.

- Seedlings is registered to offer the Early Years Entitlement for 2, 3 and 4 year olds, a government scheme that funds childcare for children aged 2 to 4 years, depending on eligibility.
- All children are entitled to 15 hours of free childcare per week, for up to 38 weeks per year, during school term time. This entitlement begins the term following the child's 3rd birthday.
- To check your child's eligibility for 2 year old funding or for the 30 hours entitlement please check the Norfolk County Council website.
- In order to claim the Early Years Entitlement Funding for your child you will need to provide us with evidence of your child's date of birth, such as their passport or Red Book. We will then provide you with a 'Children's Information Form' for you to complete and return to us. We will submit this form to the LA in order to receive the funding.
- If your child is eligible you will not be charged for hours that fall within the 15 or 30 hours entitlement. Any hours that your child attends over and above this entitlement will be charged at the normal rate (see above).
- The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the normal hourly rate.
- Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- Charges for food and consumables will be charged in addition to hours attended for those families only accessing the free entitlement. However these charges are

not compulsory. Please let me know if you are not able to cover these costs so that we can reach an alternative arrangement.

- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
- The hours your child attends will need to be booked in advance at the beginning of each term. You will then receive an invoice detailing the free entitlement hours along with any other charges, e.g. for extra hours, food and consumables.
- Payment of fees should be made by BACS termly in advance, either as one lump sum or by monthly payments, as detailed in the invoice. A receipt will be provided at the end of each term once fees have been paid.
- Contracts will be agreed and signed for each child attending, with hours attending and payment requirements clearly stated.
- To secure your child a place in advance of their start date a £50.00 refundable deposit will be due. The deposit will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated and any outstanding fees have been paid in full.
- The deposit will not be returned where a place is no longer required.
- A non-refundable registration fee of £5.00 will be due once a childcare place has been offered.
- Late payment of fees (over 2 weeks) resulting in a reminder letter will incur a charge of £5.00 unless by prior agreement. Please let me know in good time if you are in financial difficulty and are unable to make an agreed payment.
- Non payment of fees may result in court action.
- In the event of an increase in fees a period of 6 weeks notice will be given.
- In the case of non attendance all fees will be due unless otherwise agreed.
- If you collect your child later than the agreed time you may be charged £2.50 for every half hour begun.
- If you decide to withdraw your child from the setting a period of 6 weeks notice is required.

Date: April 2017

Reviewed: April 2018, April 2019

Review due: April 2020

I have read, understand and agree to abide by the above policy

Name	Date	Signature