



Camrose
Early Years Centre for Children & Families

Camrose Early Years Centre

Money and Charging Policy

Adopted by the Centre's Resources Committee on:

10th September 2019

Review date: September 2020

A Mission Statement

The Camrose Early Years Centre is a **Maintained Nursery School and Daycare Provider**. The accountable body is the Camrose Board of Governors.

We help ensure that children reach their potential and are ready for school. We work with parents and carers to involve them in their children's learning, development and education. We also have family learning activities to support parents.

This policy aims to ensure that there is clarity about all charges in the Camrose Centre.

1. The Provision available at the Camrose Centre

Provision is available 8:00am – 6:00pm all year round. The Centre closes between Christmas and New Year and on the annual training days.

- Daycare places paid for by parents for children aged 0-4 (Government funded hours are deducted from the invoices)
- Government funded places for children aged 2 (eligibility criteria apply). 570 hours per year - 12.5 hours per week over 38 weeks
- Government funded places for all 3 and 4 year old children. 570 hours per year - 12.5 hours per week over 38 weeks
- Government funded places for 3 and 4 year old children, whose parents work. 570 additional hours per year, total of 1140 hours – 25 hours per week over 38 weeks
- Provision that is funded by a combination of the Government and parents (Government funded hours are deducted from the invoice).

2. Initial Payment by parents, who fund all or part of their child's provision

An initial payment of £20.00 is required when an application form is completed to secure places that are fully or partially funded by parents. This is a non-refundable, administration fee.

3. Invoicing and Payment

A customer account will be set up once a childcare contract has been completed by the parents/guardians. A monthly invoice will be issued at the end of the previous calendar month. All fees must be paid in advance on the first working day of the month for the full related month. For example: January fees are paid for on the 1st working day of January, and the invoice will be issued in the previous December. Payments received will be entered against the customer account.

4. Late Payments

If the full monthly fee is not received by the first working day of the month, parents may be charged an additional fee of £10 per child on the next monthly invoice. All account holders are encouraged to discuss any financial difficulties with the centre as soon as possible, so we can offer help and support. If payment is not received by the last day of the month and we have been

unable to set up a payment plan with parents, the nursery place will finish on that day. The Camrose Centre always endeavours to understand a family's situation, and be sympathetic and flexible. However if we do not receive any payment and/or any contact, the Centre's Governing Body reserves the right to forward an application to the County Court to make a claim for any monies owed.

5. Late Collection

If a child is collected late £15.00 for each 15 minutes late will be charged on the next invoice. Repeated late collections e.g. 5-10 minutes will also incur a late collection fee of £15.

6. Holidays and Sickness

Full fees are payable in the event of the child's absence for holiday and sickness. One month's notice must be given in writing for holidays. Charges for meals will be refunded in holidays only. No fees are charged when the Centre is closed on bank holidays and training days.

7. Centre Closure

No refunds are given where it is necessary for the Centre to close early for health and safety reasons. The Centre's Governing Body may elect to waiver charges on any day(s), when the Centre has had to close in the event of health and safety risks caused by adverse events, such as for example snow.

8. Withdrawing / Changing Attendance

One month's written notice is required for terminating a childcare place or requesting a change of session. Requests for increases in the number of sessions can only be progressed if the account is up to date.

9. End of Contract

A contract and a child's place will always end on the last day of August after the child's 4th birthday.

10. Methods of Payment

- By cash, childcare vouchers or debit/credit card at reception
- Cash payments are accepted between 9.00 am and 5.00 pm
- The minimum card payment is £10.00
- Card payments can be made by telephone on 01604 585219
- Personal cheques are not accepted
- Cash by post is not accepted.

11. Nursery Fees

Prices are reviewed annually by the Centre's Governors - with any increases taking effect from 1st April. Parents will be informed in writing 3 months in advance of any increases.

A full and current price list is available from the Centre's reception or on the centre's website

www.camrose.org.uk

12. Meal Charges

The prices apply to the ages of the children, not to the room they are based in. Parents of children eligible for the provision for working parents may elect for their child to bring in a packed lunch or tea. If they do so, the contents must comply with the Centre's requirements re food safety and healthy eating.

13. Other services/consumables

Providers may charge for other services/consumables. The Camrose Centre expects parents/carers to provide the following:

- nappies and nappy area cleaning products
- sun screen lotion (with the child's name on the container) for their child to use in the summer months

The Centre may request voluntary parental contributions for any trips and outings for the children.

14. Government Funded Provision

Government funding is intended to cover the cost of delivering 570 or 1140 annual hours of high quality, flexible childcare and early education. It is not intended to cover the cost of meals.

Providers can therefore charge for meals and snacks as part of a funded place.

a. Parental Contracts

The Provider Guide issued by Northamptonshire County Council in 2019 requires providers to ensure that that families complete the Parental Contract supplied by NCC in respect of any child attending in each funding block. Parental Contracts for Funded Childcare and Education for 2 year olds and the Universal and Extended Entitlement for 3 and 4 year olds must be signed at the beginning of each funding block. **A Parental Contract cannot be signed more than a funding block in advance.**

The contract must make it clear to families how many hours their child is attending and how many funded hours are being claimed for. To accompany the parental contract a parent or carer must be clearly advised by the provider of the charges applicable for those hours taken over and above the funded hours for their child's pattern of attendance and sign an agreement to stipulate that they agree to and accept these charges.

a. Charges

In line with Government requirements and the Northamptonshire Provider Guide, the Camrose Centre has no deposits, fees or any other charges, such as hourly top up rates for any element of the Government funded places. There are no conditions imposed as part of the acceptance of a child into a place. The Camrose Centre does not charge any fees in advance for any Government funded place to be refunded at a later date.

The Camrose Centre charges for meals and may make a voluntary charge for outings. However, the provision of such services are not be a condition of the child's place.

b. Communication with Parents

The Camrose Centre makes available to families this policy, which clearly identifies all fees beyond the Funded Childcare and Education for 2 year olds and the Universal Entitlement for 3 and 4 year olds.

The Camrose Centre explains all charges that will apply whether or not a child is in receipt of a funded place. This is so that a parents/carers are aware of what their charges are likely to be if they opt to purchase additional sessions or services or if their child who is fee paying then qualifies for a funded place.

The policy should cover the position for children who are fee paying only and how this will change if / when the child becomes eligible for funded hours.

d. Quality Equity

All children attending the Camrose Centre receive the same quality and access to provision regardless of whether or not they opt to pay for additional hours, services, meals or consumables.

Parents should be asked to sign to confirm that they have read and understood this charging policy on the parental contract at the beginning of each funding block.

15. Complaints and Appeals

Any complaints in relation to this policy, will be dealt with by the Head of the Camrose Centre. Should a complainant not be content with the outcome, the complainant may appeal it by contacting the Chair of the Board of Governors, whose contact details are available from the reception staff in the Centre.