

## St Clements Preschool LTD

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### **Additional service charge (from September 2021)**

Early Education funding is paid to the setting from the Local Authority (LA). We claim for funding on your behalf stating the times and the hours each child attends. The LA then pay us termly in 2 instalments. We must inform them of any changes in attendance or of any new child starting or leaving in accordance with a 4-week notice period.

Early Educational Funding is intended to cover the costs of high quality, flexible education. It is not intended to cover the costs of additional services or consumables.

### **Additional services covered by "additional service" charge.**

Access to drinks and snacks throughout the session.

Availability of suitable clothing for all weather conditions.

Photographs and stationery for your child's learning journey.

Tapestry subscription.

Materials for craft and messy play.

Equipment required to change children after accidents (protective gloves, aprons, wipes, nappy bags, first aid supplies, laundry costs).

Replacing and purchasing resources and equipment on a regular basis.

Food stuffs for cooking and baking.

Home learning links bags and resources.

Staffing ratios over and above Ofsted regulations.

This list is not exhaustive.

### **Charges**

The charge for all the above additional and quality services at St Clements is £1 per hour. Children with 15 hours of funded education will be required to pay £15 weekly. Children accessing 30 hours of funding education will be required to pay £30 weekly.

### **What's not included?**

Children requiring specialist/alternative food and drink as part of a medical or lifestyle diet will need to cover these costs or provide the items themselves.

All children are required to bring with them nappies, wipes, sun cream and change of clothes on a daily basis, nappies are not provided by the nursery.

For children accessing 30 hours, a healthy balanced lunch will need to be supplied daily.

### **Concession and/or waivers.**

We understand that not all families will be able to pay for additional services. If you are unable to pay, we will assess your eligibility entitlement for supplements.

For those families that meet the criteria for 2-year-old funding there are no additional charges whilst your child remains on 2-year-old funding. **However**, when your child becomes entitled to universal 3-year-old funding (the term after their third birthday) we will assess the waiver criteria. Families entitled to supplements linked to 2-year-old funding **and** family income (EYPP) will continue to receive a fully funded place and there will be no charges to pay. If your child does not meet the criteria for Early Years Pupil Premium but was previously accessing 2-year-old funding, then you are

able to receive a concession of 50% reducing the weekly additional service charge to £7.50 for 15 hours or £15 for 30 hours.

Additional Service charges are voluntary and transparent. If, however, you are not willing to pay this we will talk to you on an individual basis to find a way of ensuring the full cost of your childcare place is covered. A full list of consumables will be issued to you on a weekly basis for you to provide and ensure your child has everything they need to fully participate in all activities and learning experiences that will be offered for the weeks ahead. Failure to provide these items or agree to voluntary additional services would result in a failure to engage and work in partnership with the setting and a notice of termination of place will be given.

To check eligibility and apply for funding we will ask you for your personal details. These details are kept with your child's registration form and are used for the sole purpose of funding and checking for supplements. Please see our privacy notice for further information. You are able to check eligibility yourself and in regard to 30 hours funding you will be required to update information when requested to do so. **Your funding may be withdrawn if you do not reconfirm your eligibility status when requested.** You can find information on eligibility criteria and Online checkers at [www.bpcouncil.gov.uk](http://www.bpcouncil.gov.uk) and search childcare funding.

You can get more help with childcare costs through Tax-Free Childcare, Tax credits or Universal Credit. More information is detailed on the Early Education Information sheet for parents. You will be given this information along with a privacy notice when you fill out your funding form.

For those families who do not meet the criteria for concessions or waivers and are unwilling to pay for additional services please do come and talk to Elaine or Rachael.

### **Invoicing**

**All payments for additional services or any additional hours MUST be paid in advance.** Before your child starts you will be emailed an invoice. You will be invoiced once each term, you are able to decide for yourself and agree with setting how to pay this invoice; weekly, 1/2 termly or in full. Your invoice will only show the total amount of additional services or additional hours. Your funded hours will not show on this invoice. Payment details will be made available on your invoice.

Late payments may incur a late fee, persistent lateness may result in you losing your place at the setting.

### **Absences**

Payment for Additional services and additional hours will be required regardless of attendance. Always speak to Elaine or Rachael should you wish to discuss time away from the setting.

### **Administration Fee**

To ensure that your funding is claimed and that eligibility codes are checked and confirmed on a regular basis we require all families to pay a one-off fee of £25. This fee is payable once your place is confirmed. It is not a deposit and it is non-returnable if you decide to withdraw your place at St Clements. Waivers and concessions do not apply for the Administration fee.

### **Additional hours**

Additional hours can be purchased if space and availability allow. The charge is £5.15 per hour. Additional hours are sold as sessions, each session is 3 hours at our Nursery setting and will cost £15.45. An Early Bird or Lunch club are available upon request if space is available. The Early Bird service is available at a cost of £4. Lunch club, if space is available, is £4 if your child is tagging lunch onto their morning session or it is £5.15 if coming into lunch before the afternoon session.

Sessions **MUST** be agreed and pre booked and the terms and conditions for absence and withdrawal are the same as the funded hours. In cases of absence payment is still required.

**Late collection**

It is imperative that parents arrive on time to collect their child. Late parents will be fined £10 if they are late. Please see the late collection policy for further information.