



Charging Policy

Policy statement

The fees charged reflect the safe and stimulating care and education services that Cygnet's Pre-School provide. They also allow for us to continue to maintain the high standards and ensure sustainability of the Pre-School. We require parents and carers to respect our charging policy.

- Our setting provides 5 free sessions of 3 hours each session, total 15 hours per week, for children in the term following their third birthday and those eligible for 2 year old funding, the term following their second birthday. In order for parents to access these funds parents are required to sign a declaration detailing the hours their child is claiming for and also declaring if they are claiming any of the hours allowed at another setting. Parents will be required to provide a copy of their child's birth certificate and a bill or similar with proof of their address on if they do not do this they will be liable to pay the full amount.
- We offer 30 hour child care places to eligible families. If you qualify for this extra funding, you will need to supply an eligible reference number. The 30 hours cover does not include the daily 30 minute lunch cover, extra time above the 30 hour offer, which will incur a charge, as above. Further information can be found at: **www.gov.uk/help-with-childcare-costs**
- For children not entitled to the extended 3 year old government funding or if children require care in addition to the 15 hours funded sessions the cost is £13 for 3 hours
- For children not entitled to the 2 year old government funding or if children require care in addition to the 15 hours funded sessions the cost is £15.00 for 3 hours. This is to take into account the children's younger age and the higher staff ratio needed.
- Lunch club costs are: £2.00 per day
- Parents are required to provide a healthy packed lunch for lunch club, please refrain from adding sweets, excessive chocolate and fizzy drinks.
- Children are welcome to attend their 15 hours free entitlement and are not required to attend any more unless the parents/ carers choose to.
- Charges apply for all sessions in school term time whether the child attends or not: This includes holidays taken in term time.
- Fees for Pre- School need to be paid in advance or weekly on time not in arrears.

Cygnets Pre-school is operated by the Hope Project
(a registered charity in the United Kingdom - charity number 288001) and is regulated by Ofsted and works in partnership with the following organisations





CYGNETS PRE-SCHOOL



Cheques will not be accepted.

- A 4 week notice period is required should you wish to give up your child's place. Not doing so will result in fees being due in respect of this time period.
- Parents should see Tracy or Anne if they have a problem with their fees
- Late collection of children except in an emergency is not acceptable and a charge will be made if parents do not collect their children on time at a rate of 50p per minute
- **TAX CREDITS-** If your child is not eligible for the free entitlement and you are currently paying fees, please note that you could be entitled to up to 80% of the cost back through childcare tax credits. In order to claim you need to be working more than 16 hours (For couples both parents must work unless one is unable too due to incapacity) For more information please contact the tax credits helpline on **0345 300 3900** Open Mon- Fri 8am- 8pm, Sat 8am- 4pm, Sun 9am- 5pm or online at: **www.gov.uk/help-with-childcare-costs**

This policy is the working practice of staff and volunteers

Signed on behalf of the pre-School

Date

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Northamptonshire Early Years Childcare Team