

<p style="text-align: center;">Caverstede Early Years Centre</p> <p style="text-align: center;"><b>Charging and Remissions Policy</b></p> <p style="text-align: center;">Statutory policy – to be reviewed annually</p>	
<b>Last Reviewed: 2017</b>	<b>Review Due: 2018</b>

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## Introduction

The Governing Board recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, appropriate educational/cultural. The Governing Board aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

## Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

## Charges

Charges will not be made for any activities which form part of the Early Years Foundation Stage [EYFS] curriculum requirements. No charge can be made for education and care during a child's 15 hour entitlement, as part of 3-4 year old funding or 2 year old funding schemes.

The Governing Board reserves the right to make a charge in the following circumstances.

### Voluntary Contributions

The Governing Board invites the parents/carers to make a voluntary contribution towards the cost of any activity that takes place during school hours e.g. educational visits. Parents are under no obligation to make any contribution and the children of parents who are unable or unwilling to contribute will not be discriminated against. If we do not receive sufficient voluntary contributions, we may cancel an activity or the school may decide to pay the additional costs in order to support the activity. Caverstede Early Years Centre does not aim to profit from any voluntary contributions. Parents/carers have a right to know how each activity is funded and this information is made available on request.

If a parent submits a request for a refund of a voluntary contribution, due to a child's illness on the day of the event, a discretionary amount of 50% may be refunded. The budget for educational visits will stand the difference in the cost on these occasions.

### Lunch Club

The school offers lunch club sessions. These sessions are over and above the 15 hour free entitlement and therefore carry a cost; currently charged at £4.00 for a lunch. In the event of non-payment of these fees the school reserves the right to stop lunch sessions until the debt is cleared. Procedure for recovering the debt are outlined in the Credit Control policy

### Early Club

The school offers an early club from 8.00am to 9.00am which includes breakfast. These sessions are over and above the 15 hour free entitlement and therefore carry a cost; currently £4.00

### Late Club

The school offers a late club from 3.30pm to 4.30pm. These sessions are over and above the 15 hour free entitlement and therefore carry a cost; currently £4.00

### Extra Sessions

Provided there is capacity available, parents will be able to purchase extended nursery provision sessions, topping up a morning or afternoon session into a full day. The current cost of an extra session is £15.00

### Daycare Provision

Provided there is capacity available, parents are able to pay for full days which include lunch or half days.

### Loss, Damage and Breakages

In cases of loss, damage or breakages of school books or equipment on loan to parents the school may make a charge to cover the cost of replacements.

### Staff Charges

Personal Telephone Calls: 10p per local call, 25p per national call

Mobiles: 35p per call

Photocopies will be charged at 5p per single copy [A4]

### Use of the Centre Buildings

Charges will be made in accordance with the Centre Lettings Policy.

### **Methods of Payment**

We accept cash, cheques, BACS transfers and standing order payments.

We are able to accept vouchers through schemes run by many employers for chargeable sessions.

Please check with the main office to see if your company's scheme is already registered with us.

### **Cancellation Policy/Illness/Notice Period**

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

Written notice of 1 month is required from parents/carers if your child will no longer be attending the nursery. Payment will be required for your paid sessions during your notice period.

### **General**

The Governing Board may, from time to time, amend the categories for which a charge may be made.

The Governing Board reserve the right to revise the Charging and Remissions Policy as necessary

### **Remissions Policy**

The fundamental aim of this policy is to ensure that all children gain fully from everything that the Centre is able to offer them. Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the Head of Centre for the remission of charges in part or full. The Head of Centre in accordance with the Free of Charge Criteria list, as agreed by the Finance Committee, will make authorisation of remission.

Free School Meals [FSM] will be given to 3-4 year old funded children who fulfil the requirements under the Local Authority FSM scheme when they request a lunch club place as long as a space is available.

### **Data Protection of Children and Families**

Children in receipt of subsidised/free of charge provision will not be publically identified and stigmatised.