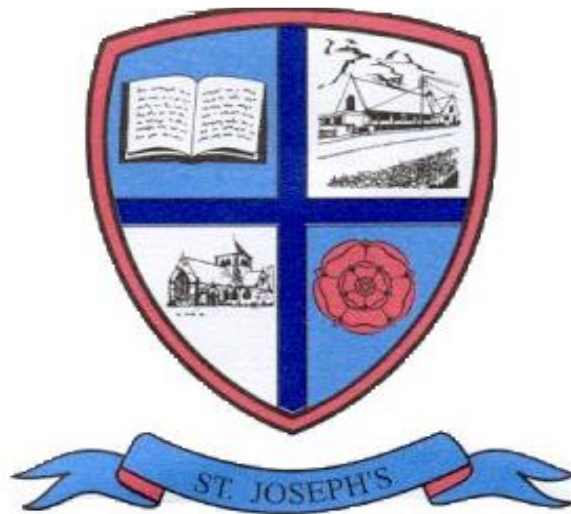


# **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**



## **PRE-SCHOOL CHARGING POLICY**

**REVIEWED: February 2022**

**TO BE REVIEWED: February 2024**

# **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL & LITTLE JOEY'S PRE-SCHOOL**

## **PRE-SCHOOL CHARGING POLICY**



### **BACKGROUND INFORMATION:**

Little Joey's Pre-School operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening times and hours for the setting are:

Monday to Friday from 8.30 am to 3.30 pm (daily) – term time only.

### **BOOKING, FEES AND INVOICING:**

- Cost : £4 per hour;
- Additional services (see EYE funding statement below);
- Settings operational hours – Daily from 8.30am to 3.30 pm – term time only;
- Pre-school enrolment will take place in September, January and April; however, if you require a preschool place mid-term please contact the School Office in the first instance.

#### **Fees:**

- Fees are to be paid half termly – invoices will be issued mid-way through each half term to be paid by the last day of the half term;
- A minimum amount of hours per week must be agreed prior to the start of each term;
- Payments may be made via Parent Pay or Childcare vouchers;
- If a child is away on holiday - the Pre-school will charge £4 per hour for any non-funded hours booked during their absence. Funded hours will be claimed for as usual;
- If a child is absent due to sickness e.g. 1-7 days - the Pre-school will charge £4 per hour for any non-funded hours booked during their absence. Funded hours will be claimed for as usual;
- If a child is absent due to long term sickness e.g. 3-6 months - the Pre-school will charge £4 per hour for any non-funded hours booked during the first two weeks of their absence to allow for staffing costs etc;
- Funded hours will be claimed for as usual for the first two weeks. No charge will be made for the rest of this absence after this time;
- Increases in regular hours – can be agreed via the School Office, subject to available places;

- Cancellation of place: School Office to be notified four weeks in advance of any termination of this contract. If this notice is not given any payments already made for the forthcoming half-term will not be returned;
- Late payment of fees – If invoice deadlines are repeatedly missed, a meeting will be arranged with school finance staff and a mutually acceptable instalment plan put in place to clear the deficit;
- Only funded hours will be available while the outstanding debt is cleared;
- Non-payment of instalment plan – If the instalments are not paid on time, as agreed with the school, the child’s place at the Pre-school will be withdrawn;
- The school will then take all action necessary to recover the outstanding money.

#### **CHARGES:**

Emergency closure: No charge will be made in the event that the school’s management decides to close the building. Any payment already made for the session affected will be credited against the next invoice.

No charges will be made for Bank Holidays and INSET Days. Any INSET Days arranged after an invoice has been issued will be credited against the following one.

#### **EARLY YEARS ENTITLEMENT FUNDING (EYE FUNDING) DETAILS:**

- We are in receipt of EYE funding for three and four year olds. This will be available from the funded period after your child’s third birthday;
- EYE funding entitlement is 210 hours in the autumn term, (equates to 14 weeks), 165 hours in the spring term (equates to 11 weeks), and 195 hours in the summer term, (this equates to 13 weeks). A minimum of 3 hours and a maximum of 7 hours can be claimed in any one day;
- The 15 hours can be used for up to 7 hours a day, which can be used for our two 3 hour daily sessions plus the lunch hour.
- You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total.

To claim the EYE funding the following information is needed on registration:

- Child’s legal documentation – birth certificate, passport ;
- EYE funding parent declaration form - completed every term and signed by parent.

Funding cannot be obtained until the relevant documents have been produced. The normal fees will apply until receipt of funding is confirmed. Parents/carers will be required to pay for any hours that exceed the EYE funding allowance e.g. EYE funding will only cover up to 7 hours per day and minimum 3 hours.

**Please see annex A. Complete and return to school**

### **15 HOURS EXTENDED FUNDING (30 HOURS):**

- Parents /carers must apply for the additional 15 hours funding using the following information below, a code will then be provided for parents/carers to pass onto the school office;

[www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)

HMRC Childcare Choices Helpline 0300 123 4097

- Parents/ carers must reapply for the funding every 3 months.
- The 30 hours can be used for up to 7 hours a day, which can be used for our two 3 hour daily sessions plus the lunch hour.
- Funding is available the term after the child turns 3 or the term after the start date of the 11 digit code whichever is the latter.
- We need to see proof of DOB (for both universal 15 and extended)

### **Please see annex A. Complete and return to school**

#### **The Grace Period**

A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, as determined by HMRC or a First Tier Tribunal in the case of an appeal.

Local Authorities will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service. The grace period end date will automatically be applied to eligibility codes.

The local authority should continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory guidance for Local Authorities 2017.

<b>Date Parent receives ineligible decision on reconfirmation:</b>	<b>LA audit date:</b>	<b>Grace Period End date:</b>
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December

1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

### **ELIGIBILITY ONE-SIDER**

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.

This equates to £115 a week (or c.£6,000 a year) for each parent over 25 years old or £111.20 a week (or c.£5,700 a year) for each parent between 21 and 24 years old.

This applies whether you are in paid employment, self-employed or on zero hours contract.

The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.

Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.

Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

If a non-EEA national, the parent must have recourse to public funds.

A parent will **not** receive a 'yes' decision where:

Either or both parents have an income of more than £100,000

The parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

They will receive a 'grace period' – this means they will be able to keep their childcare for a short period.

Once the 'grace period' has lapsed, the parent may be entitled to the universal 15-hour entitlement.

### **ARREARS MONITORING:**

A final date for payment will be contained within the invoices. The school office will check payments against invoices on due date. All parents/carers who have not paid will be contacted to remind them of the outstanding invoice. A deadline for payment will be agreed. If payment has not been received by the agreed date the non-payment of fees procedure will be followed.

### **NON-PAYMENT OF FEES PROCEDURE:**

1. A meeting to establish a debt recovery plan will be arranged with parent/carer and school office;
2. This will cover instalment amounts and frequency as agreed amongst all parties and deadline for completion. Arrangements will be confirmed in writing by the school as soon as possible after the meeting;
3. Parents will be informed that no additional hours can be booked until the outstanding debt has been cleared. Hours covered by funding will be unaffected;
4. If the payment plan is not adhered to and the parent does not contact the school office to ask for a meeting the Pre-school may withdraw the child's place;
5. A meeting with the parent will be arranged. Any action will be confirmed in writing;
6. The school will take all action necessary to recover the outstanding debt.

### **WORKING TAX CREDIT:**

If you are entitled to Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)

### **CHILDCARE VOUCHERS:**

A parent entitled to childcare vouchers should request the relevant application form from his/her employer. This will then be completed by the employee and the Pre-school and forwarded to the voucher provider. Invoice will then be issued by Pre-school to the parent containing the reference code to be used. This is then returned to the employer. Payment is made direct to the County Council and then allocated to the school budget.

Tax Free Childcare is also available. Please visit [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk) for more information.

### **TERMINATION OF THE CONTRACT:**

- **Setting:** The contract will be terminated by the Pre-school in the event of unreasonable behaviour of parents or non-payment of fees. Four weeks' written notice will be given;

- **Parents/Carers:** Parents wishing to terminate a contract should give four weeks' notice in writing. The pre-school will charge for any hours already booked if the notice period is not long enough.

### **INFORMING PARENTS OF CHANGES TO POLICY:**

A copy of this Charging Policy will be included in the pre-school Induction pack and preschool prospectus.

This policy will be implemented with due regard to the Disability Discrimination Act of July 1995 which ensures the right of all to freedom from discrimination within the Education Service.

#### **Legal framework and statutory guidance**

1.13. The following frameworks and legislation underpin this model agreement:

Early Education and childcare, Statutory guidance for Local Authorities 2017

Childcare Act 2006

Childcare Act 2016

Equality Act 2010

School admissions code 2014

Statutory framework for the early years foundation stage 2014 Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014

The Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016

Special educational needs and disability code of practice: 0 to 25 years 2015

Data Protection Act 1998



**Annex A**

**PARENTAL AGREEMENT FOR THE PROVISION OF EARLY EDUCATION FUNDING (EEF) FOR TWO, THREE & FOUR YEAR OLD CHILDREN**

**1. Childcare Provider Details**

<b>Childcare Provider/School Name:</b>	
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**2. Child Details**

<b>Legal Family Surname:</b>		<b>Legal Forename(s):</b>	
<b>Name by which the child is known: (if different from above):</b>			
<b>Date of Birth:</b>		<b>Male/Female</b>	
<b>Home Address:</b>		<b>Post Code:</b>	
<b>Documentary proof of DOB seen: e.g. Birth Certificate/Passport</b>		<b>Document recorded by: (name of staff member)</b>	
<b>Date document recorded:</b>		<b>Child ethnicity:</b>	

**3. EEF Placement Start Date .....**

**4. Additional details for children claiming the extended 15 hours EEF places or 2 Year old funding:**

<b>30 hours eligibility code:</b> e.g. 12345678912 – 11 digits	
<b>Parent/Carer National Insurance Number:</b>	
<b>2 Year old eligibility reference number or Voucher Code:</b>	

**5. Early Years Pupil Premium (EYPP) for Three and Four Year Old Children**

Some three and four year olds are entitled to EYPP which is paid to the childcare provider to enhance the quality of your child's early years' experience by improving the teaching and learning, facilities and resources, with the aim of impacting positively on your child's progress and development. For more information regarding EYPP speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the Local Authority to confirm your eligibility.

	<b>Parent/Carer 1:</b>	<b>Parent/Carer 2: (optional)</b>
<b>Legal Family Surname:</b>		
<b>Legal Forename(s):</b>		



<b>National Insurance Number or NASS Number:</b>		
<b>Date of birth:</b>		

## 6. Disability Access Fund (DAF)

Three and four year old children who are in receipt of child Disability Living Allowance and taking up their EEF entitlements are eligible for the Disability Access Fund (DAF). DAF is paid to the childcare provider where the child attends as a fixed annual rate of £615 per eligible child per financial year.

I understand that the funding is a one-off lump sum payment and is not transferable if my child moves to a different provider part way through the financial year. Subsequent providers will not receive any funding if the DAF has already been paid in that financial year.

<b>Is your child eligible and in receipt of Disability Living Allowance (DLA)</b>	<b>YES / NO</b>
<b>Date copy DLA letter kept on file:</b>	

If your child is splitting their EEF across two or more childcare providers, please nominate the main childcare provider/school where the Local Authority should pay the DAF.

<b>Childcare Provider/School Name:</b>	<b>Ofsted registration/LCC School Number:</b>

## 7. Agreed EEF Entitlements

Universal Funded Hours								
Please enter total <u>Universal</u> EEF hours attended per day: (cannot exceed 10 hours per day/15 hours per week)							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
<b>Total Annual Universal Hours Claimed (cannot exceed 570 per year)</b>								
Extended Funded Hours								
Please enter total <u>Extended</u> EEF hours attended per day: (cannot exceed 10 hours per day/15 hours per week)							Total number of hours per week	Number of weeks per year (e.g. 38, 45, 51)
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
<b>Total Annual Extended Hours Claimed (cannot exceed 570)</b>								

## 8. Stretched/Banked Hours

Where the childcare provider chooses to offer the ability for parents to stretch/bank hours to be used over other periods such as school holidays etc. these days/hours need to be agreed between parent and provider and the following applies:-

- There will be no charge to the parent if the provider offers this flexibility option.
- The maximum EEF entitlement within any week, including the stretched/banked hours cannot exceed 15 universal hours per week and 15 extended hours per week.
- Where a parent gives written notice to their current childcare provider, any hours that have been stretched or banked from a previous term(s) in the current academic year, that have not been used by the end of the required notice period, can be transferred to an alternative childcare provider.
- The maximum hours that can be claimed for my child/ren by the Provider in any term are as follows:

- Autumn – 210 universal, 210 extended
- Spring – 165 universal, 165 extended
- Summer 195 universal, 195 extended

## 9. Additional Hours and Services

The childcare provider can charge for meals and snacks as part of an EEF entitlement place and they can also charge for consumables such as nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, childcare providers who choose to offer the EEF entitlements are responsible for setting their own policy on how to respond, with options waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals.

The childcare provider should ensure their invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their EEF entitlement completely free of charge and understand fees paid for additional hours. The provider will also ensure that receipts contain their full details so that they can be identified as coming from them.

The childcare provider cannot ask the parent to pay any fee associated with their child's EEF place other than a refundable deposit, required to initially secure the place.

## 10. Grace Period of Entitlement for the Extended 15 hours

For children whose parent ceases to meet the eligibility criteria for the extended 15 hours, the child's placement will continue to be funded for the extended 15 hours until the grace period end date as detailed below:-

Date Parent/Carer receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

I understand that the extended 15 hours will not be funded beyond the grace period end date if I become ineligible or fail to reconfirm my details with Childcare Choices by the termly deadlines. If I fall back into eligibility during the grace period, I also understand that my child's extended 15 hours beyond the grace period are subject to availability.

## 11. Notice Period and Transfer of Entitlement

As the parent/carer/guardian of the above named child I understand that:

- I shall be entitled to move my child from the above named childcare provider to a new childcare provider, providing I give the childcare provider at least [ ] weeks written notice of my intention.
- Where the written notice is given prior to the termly census, any remaining EEF funding entitlement for the current term will be made available to a new childcare provider, from the end of the written notice period.
- For any remaining funding entitlement to be made available at the end of the notice period, notice must be given by the Sunday before the termly census date. The termly census dates are as follows:
  - Autumn term – the first Thursday in October.
  - Spring - the third Thursday in January
  - Summer – the third Thursday in May
- Where **written notice** is given after these dates there **will be no transfer of EEF** entitlement for the current term to a new childcare provider.

- Where the above named childcare provides me with written notice at any point in the term, any remaining/unused EEF entitlement **will be** made available to a new childcare provider, from the end of the written notice period to the last day of the current term

## 12. Accessing EEF Entitlement Across Multiple Childcare Providers

A Parental Agreement must be completed at each childcare provider where your child claims their EEF entitlement. Your child can attend a maximum of two childcare sites in a single day. If your child attends more than one childcare provider, the EEF entitlement will be split between the childcare providers in line with the information recorded in each Parental Agreement.

**Does your child take up any EEF hours at any other childcare provider? YES / NO**

If yes, please complete the following for the other providers that your child is accessing their EEF entitlement hours.

Childcare Provider/School Name:	Universal 15 Hours		Extended 15 Hours	
	Per Week	Per Year	Per Week	Per Year
<b>Total Hours Across All Other Providers</b>				

**Note:** the total number of EEF hours in Section 7 and Section 12 cannot exceed a maximum of 570 universal hours and 570 extended hours per year.

## 13. Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set in this document.

I authorise this childcare provider/school to claim Early Education Funding as agreed above on behalf of my child.

In addition, I also understand and agree that:

- The information I have provided can be shared with Lancashire County Council (LCC) and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this childcare provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.
- If I register my child at a childcare provider for 2 year old funding or the 15 hours extended funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement.
- For my child to receive the greatest benefit from the EEF entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider/school may report my child's absence, in accordance with the childcare provider's safeguarding policy.

Parent/Carer with legal responsibility	Childcare Provider
<b>Name</b>	
<b>Address Line 1</b>	
<b>Address Line 1</b>	
<b>Address Line 1</b>	
<b>Postcode</b>	

<b>Email Address</b>		
<b>Telephone No</b>		
<b>Signature</b>		
<b>Date</b>		

#### 14. Data privacy

The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Regulations give rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- and to whom it is being communicated

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Lancashire County Council.

Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>