

# Charging Policy 2024 - 2025

Abington Vale Pavilion Pre-School must charge for services outside the Free Childcare and Education for 2 year olds and the Free Entitlement for 3 and 4 year olds. The charges reflect the safe and stimulating services that we provide and ensure the continued high standards and sustainability of the Pre-School.

The Pavilion Pre-School does not make any additional charge for snacks, milk or any of the craft materials used during the session. However, we may ask for a donation at the parent/carer's discretion towards daily snacks.

Charges are usually reviewed annually, with changes taking effect in September. However, the Pavilion reserves the right to review its pricing policy at any time. Parents will be notified in writing of any changes.

## 1. Session Fees

For children not in receipt of Free Entitlement Funding (Aged 3 or under), and those funded children who exceed their funding entitlement (typically 15 hours per week):-

The Pavilion's session fees are, with effect from September 2024,

**£5.25 per hour** (£15.75 per session) for 3&4 year olds / **£5.50 per hour** (£16.50 per session) for 2 year olds.

Session times are 9.00am to 12noon and 1.00pm to 4.00pm, daily. Other charges apply outside of these hours.

## 2. Lunch Club Fees

A lunch club is available daily. This service will be available to all children, over the age of 3, from 12noon to 1.00pm. The charge for this 1 hour service will be **£5.25 per day**.

Those entitled to free funding hours cannot use their entitlement against Lunch Club charges.

Food is not provided and parents/carers must provide a healthy packed lunch. Please see our Lunch Club policy for more details.

## 3. Other Charges

### **3.1 Late Collection Fees**

Depending on circumstances, late collection fees are enforced where necessary. A charge of **£15.00** will apply **after** 10 minutes past pick up time (12 noon for morning sessions, 4pm for afternoon sessions and 1pm for Lunch Club sessions). A further charge of **£5.00** will be levied for every five (5) minutes after this. If the child/children are not collected after 1 hour, Social Services will be informed, in accordance with our 'Uncollected Child' Policy (a copy of which is available upon request).

### **3.2 Trips**

The Pavilion Pre-School does not charge for trips. However, in order to make any trip viable we may ask for a donation at the parent/carer's discretion.

### 3.3 Holding A Pre-School Place

The Pavilion Pre-School is unable to hold a place, beyond the Autumn term, for children waiting for funding eligibility (e.g. when their child turns 3 in the Spring and Summer term). Children can join our waiting list and contact us nearer the time of starting to see if any places are available.

For children not accessing funding in their admission year, parents can defer entry until they feel their child is ready to attend pre-school or reserve a place until their child turns 2. In this instance the pre-school charges are as follows:

#### **£50 per child holding fee**

This fee is not a deposit, non-redeemable and is non-refundable in the event of the place not being taken.

### 3.4 Re-presented payments

For re-presented payments, a minimum charge of £20 per occasion will be applied.

### 3.5 Cancellation charges.

Should families no longer require a place for their child at The Pavilion Pre-School notice of **one (1) month** should be given. Parents/guardians will still be liable for fees for this one (1) month notice period, even if the child/children are no longer attending the setting. This applies to main sessions and lunch club places.

## **4. Invoices & Payment Methods**

### **4.1 Invoices**

We are now completely cashless and use a system for invoicing which you could be familiar with, Arbor. You should all have your Arbor login details where payments due and sessions booked will be visible.

Invoices are raised every year on Arbor from:-

September to December (Autumn block), January to March (Spring block), April to July (Summer block), excluding in-set days and half terms.

Depending on the number of months in that billing period, you would need to divide your bill by the number of months in the billing period

i.e. September – December = 4 months, therefore your total bill would need to be divided by 4 and paid 1<sup>st</sup> Sep, 1<sup>st</sup> Oct, 1<sup>st</sup> Nov and 1<sup>st</sup> Dec.

i.e. January – March = 3 months, therefore your total bill would need to be divided by 3 and paid 1<sup>st</sup> Jan, 1<sup>st</sup> Feb and 1<sup>st</sup> Mar.

Payment of fees is expected in advance and invoices should be settled by the 1<sup>st</sup> of each month. If they are not, you may not be able to book sessions for the next block. If you have any difficulties making this payment, please contact Suki on 01604 635071 Opt 2 or email [finance@avps.org.uk](mailto:finance@avps.org.uk) urgently.

### **4.2 Ad-Hoc Services**

The Pavilion is, subject to availability, able to offer ad-hoc sessions and lunch club places at the normal charging rate. In this instance, charges are due at the time of booking and payment will be requested via Arbor, this cannot be refunded if the place is not taken.

### **4.3 Acceptable method of payment**

Although we are using Arbor for payments, if you are using any of the following methods below i.e. Childcare Vouchers, Tax Free Childcare Scheme etc please setup your account to pay :-

Bank Account Name: **NPAT- Abington Vale Primary School**

Bank Account No: **51284760**

Sort Code: **30-96-09**

Upon receipt of your payment into our account we will credit your Arbor account accordingly.

### **4.4 Childcare Vouchers**

If you are working, you could also get part of your childcare paid in childcare vouchers.

Co-Op, Edenred, Computershare, Fideliti & Busy Bees etc are accepted if you already have an existing account with them.

Please set up your Childcare Voucher account to pay: **NPAT - Abington Vale Primary School**

Note: From April 2018, schemes have not been accepting new entrants and parents are advised to register for the government's new Tax-Free Childcare Scheme.

Parent/Carer's are therefore advised to investigate the process through HMRC before the academic year begins to avoid delays in payment. The Pre-School will require confirmation that Parent/Carers have enrolled in a Voucher scheme and the Preschool Finance Officer will calculate an invoice for the upcoming academic year.

## **5. Help with Paying for Childcare Costs & Discounts.**

### **5.1 Tax Free Childcare**

Tax-Free Childcare is a Government-backed scheme which helps parents with the cost of childcare. It launched in April 2018, it gives eligible families an extra 20% towards childcare costs. To qualify, both parents need to be working and earn a minimum of the equivalent of 16 hours/week at the National Living or Minimum Wage (currently £184 per week).

You also need to earn less than £100,000 a year - this applies to both parents, so if one earns more then, as a couple, you can't access Tax-Free Childcare. It will also be available to parents on paid sick leave. If you're on paid and unpaid statutory maternity, paternity and adoption leave, it still counts as being in work so you can still benefit from the scheme; however, eligibility is limited to the last 14 days of leave. You can apply for other children you have though.

For more information, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **5.2 Universal Credits for childcare**

If you, and any partner, are working, or you're due to start work, and you're claiming Universal Credit, you can claim back up to 85% of your eligible childcare costs for children under 16. You could get up to £646 a month for one child, or £1,108 for two or more.

Universal Credit is being phased in over the next few years. It will replace a number of existing benefits, including tax credits. Whether you can claim will depend on where you live and your personal circumstances.

For more information, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### 5.3 Childcare Tax Credits

If your child is not yet eligible for the free childcare entitlement and you are currently paying childcare fees, please note that you could be entitled to up to 70% of the cost back through Childcare Tax Credits. You will need to work at least 16 hours or more (for couples both parents must work unless one is unable to work due to incapacity)

For more information, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### 5.4 Extra Child Tax Credits for Disabled Children

Families who have children with disabilities may be entitled to extra Child Tax Credits. Each disabled child may be entitled to up to £3,175 on top of the child element of Child Tax Credit and each severely disabled child may be entitled to up to £1,290 on top of the child element and the disabled element.

Families with disabled children need to be in receipt of Disability Living Allowance, Personal Independence Payment or Armed Forces Independent Payment.

## 6.0 Funding

### 6.1 Funding (Early Years Free Entitlement)

Children over the age of 3 are eligible for 15 hours of free childcare per week (570 hours over a 38 week period). Funding, known as Free Entitlement or Universal, is available from Northamptonshire County Council, for all children in the term after their 3<sup>rd</sup> birthday. This will be arranged for you by the Pre-School and you will be asked to sign the appropriate form to ensure that your child receives this funding.

Where a funded child takes more than their 15 hours entitlement, the first five (5) sessions in any one week (starting with Monday) will be taken as the funded sessions. Any sessions in addition to these first 5 will be fee payable sessions. Where a child is taking some funding at another setting, this number will be adjusted accordingly, but the funded sessions will always be the first of the week.

The table below shows when your child will become eligible for their free early learning place.

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
1 April and 31 August	1 September following their third birthday or the start of the Autumn Term.
1 September and 31 December	1 January following their third birthday or the start of the Spring Term.
1 January and 31 March	1 April following their third birthday or the start of the Summer Term.

### 6.2 Free Entitlement & Childcare for 2 Year Olds

Some children are entitled to funding from the age of 2. For eligible working parents and disadvantaged children aged 2 are entitled to 15 hours of free childcare per week (570 hours over a 38 week period). You need to check your eligibility by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

The table below shows when your child will become eligible for their free early learning place.

<b>If your child is born between:</b>	<b>They are eligible for a free place from:</b>
1 April and 31 August	1 September following their second birthday.
1 September and 31 December	1 January following their second birthday.

1 January and 31 March	1 April following their second birthday.
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**6.3 Extended Entitlement.**

From September 2017, the Government introduced an Extended Entitlement to working families, of children aged 3 and 4. Those families meeting the criteria may be entitled to 30 hours Free Entitlement Funding instead of the universal 15 hours. You can check if your child is eligible by visiting the Northamptonshire County Council website or for more information on eligibility please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**6.4 Early Years Pupil Premium (EYPP)**

The EYPP gives the pre-school access to additional funding for qualifying children. Please complete section 2 within your initial West Northamptonshire Council Parental Contract funding agreement. This funding enables the pre-school to provide additional resources and equipment for children who are eligible.

**6.5 Funding Overclaims**

Each term, parents/carers will be asked to sign a WNC Parental Contract, which allows the pre-school to obtain funding on their behalf. Parent/Carers will be asked to provide details of any other funding claims made during the term (i.e. from a second setting). It is the responsibility of the parent/carers to ensure that their funding claim does not exceed 570 hours per year. The Pavilion will not accept responsibility for funding over-claims and will re-charge parent/carers for any funding hours, subsequently deducted from the pre-school by the Local Authority. This will be at a rate of **£5.25 per hour for 3&4 years old** and **£5.50 for 2 years old**.

**7. Non-Payment of Fees**

A child's place at the Pavilion Pre-School will be at risk if fees remain outstanding for more than seven (7) days after the invoice due date. Please speak with the Manager or School Business Manager if you have difficulties with paying your fees. A budget plan can be made if there is a problem with full payment.

In the event of non-payment a reminder will be sent to the Parent/Carer on or after the 7 days have elapsed.

If the bill remains unpaid after a further 7 days, the child(ren) will be refused entry to the Pavilion Pre-School until all due fees are settled in full.

If more than two (2) consecutive payments are settled more than seven (7) days late, further action may be taken, such as interest being charged on future invoices, or the child being refused entry permanently. These decisions will be made at the discretion of our Head Teacher & School Governors, based on information and advice given by the School Business Manager.

**8.0 Absence & Emergency Closure**

**8.1 Absence**

If a child is absent from any of the sessions, full or part of the session for any reason, the charges will still apply.

If your child is absent from permanently reserved Lunch Club sessions, for any reason, charges will still apply.

If the child is funded, parents will be required to complete an absence form. This should be completed on their return (or in advance if an absence is planned, due to a holiday for example). The Pavilion Pre-School is required to obtain this information to audit attendance of Government-funded sessions.

## 8.2 Emergency Closure

In the event of emergency closure fees for non-funded children may be partially or fully refunded at the Pre-School's discretion

Signed by the Head Teacher for and on behalf of, Abington Vale Pavilion Pre-School.

Signed: *Mrs Laura Cichuta* Date: 15/04/2024

### Charging Policy 2024-2025

**PLEASE RETURN TO THE PRESCHOOL OFFICE**

Please find attached our Charging Policy which took effect from 1<sup>st</sup> September 2024.

Please retain the Charging Policy for your reference, and return this page (signed) to confirm you have received and read the document. **Please note that it is your responsibility to inform anyone who collects your child at the end of a session, of the guidelines in this document, including the late collection clause.**

Should you require further information, please do not hesitate to contact Suki Pooni or Lisa Sanderson.

Best Regards

Laura Cichuta  
Headteacher

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I confirm I am in receipt and accept Abington Vale Pavilion Preschool's Charging Policy 2024 - 2025

Signed	
Print Name	
Child's Name	