



CHADCA Early Years Playgroup CIC

Hanover Close, Chapel House, Newcastle upon Tyne, NE5 1EG

Mob: 07484907674

Company Reg: 08062973

CHARGING POLICY

FUNDING

CHADCA EARLY YEARS are open for 39 weeks of the year with 1 week of this being taken as planning days across the year. (1 session or day per half term equating to a full week over the academic year). We accept children from 18m to 4 years.

Will I get free funding?

You may be entitled to free hours. To check eligibility please refer to <https://www.beststartinlife.gov.uk/childcare-early-years-education>

We accept Working families funding (up to 30 hours) – 18 months to 4 years and universal/other local government funding (up to 15 hours) from Age 2 to 4.

We must be supplied with your working parent validity code in order to verify eligibility before the guarantee of funding or a place can be given. Eligibility will be confirmed by the playgroup for universal/other local government funding (up to 15 hours) for children aged 2 to 4. Any funded hours must be taken within our set session hours and cannot be split over other sessions/times - for example, you cannot start later and finish earlier to stretch your funding over more days.

You can split your hours between providers if you choose. **We must be advised of this upon the offer of a place or as soon as this arises.** Any request to amend your hours must be done with 4 weeks notice.

We must be given 4 weeks notice of you leaving our setting or changing to another. You can still attend with us within these 4 weeks, however, if you choose to leave immediately the other setting cannot claim within these 4





weeks. If we choose to terminate your place, then we will also give you 4 weeks' notice of this intention and will claim for this period of time.

It is your responsibility to ensure your working families eligibility code is renewed every 3 months and valid as this will affect your funding. Any failure to renew will result in us charging fees as below.

What if I am not entitled to any free hours?

FEES

We do not charge a registration fee for any children regardless if funded or fee payer.

Any fees charged are payable half-termly by the date specified. Please note that fees must still be paid for absences, holidays or illness and we will not offer swaps because of sickness/holidays/absences for other days.

Fees must be made to the business account via BACS payment or by cash. Cheques are not accepted.

We charge for entire duration of the sessions as listed below; however you can be flexible if needed with drop off/collection.

Monday to Thursday

AM session 8.00-11.15am

lunch cover 11.15am-12.15pm

PM session 12.15pm-3.30pm.

Our fees are currently as follows.

Age 3+	£5.00 per hour
Age 2-3	£6.50 per hour
Under 2	£8.00 per hour

If your child has a birthday within a half term you will be charged the higher fee until the following half term.





As above, we must be given 4 weeks' notice if you're leaving the setting and will charge fees only up to the end of this 4 week period. Any fees already paid passed this time will be refunded.

Late Fee Payment Procedure

If any outstanding balance is owing after the final payment date we will issue a reminder, to prompt a payment by a deadline date. At the discretion of the Management, they may agree to a satisfactory payment arrangement. Failure to pay by the specified date will result in suspension of the child's place until payment has been settled or a payment plan agreed.

Late Collection fee

Any late collections will incur a fee as below. Continued late collections will result in the loss of your place. This fee must be paid BEFORE the child's next session.

Children MUST be collected on or before or at 11.15am (Morning session) or 3.30pm (afternoon or full day). This means that parents and carers should arrive at the Nursery door no later than these times. Please be aware that traffic & parking is an issue in this area, and this will not be accepted as an excuse for late collections.

- **We will charge £8 for the first half an hour after the session time ends (11.15am or 3.30pm).**
- **After the first half an hour (11.45am or 4.00pm) this will increase to £15 per half hour. Fees must be paid immediately or before the child's next session.**

ADDITIONAL CHARGES

We charge a termly consumable charge as follows and this is payable September/January & April.





This charge will be £10 **per term** which equates to less than £1 per week.
If you are a fee payer this will be included in your bill.
If you're eligible for funding you will be asked to make payment, at the start of each half term.

This covers the following;

Morning/Afternoon Snack/Breakfast items £7
Daily essentials (wipes/nappy sacks/children's antibac hand wipes) £2
Sun cream £1

Can I opt out?

You do have the choice to 'opt out' of any or all the above.
If you prefer to supply your own snack, unfortunately, it will have to be from a list of 'approved' snacks and must be supplied daily (Please see staff for details of this).

Personal nappies & nappy wipes are not covered by the above. Please still supply these in your child's named bag.

A named packed lunch must be supplied to be given over the lunch hour if children stay for the full day.

