

Little Learners NE

Charging Policy

Every parent has the same right to access a free place whether or not they pay for extra hours, food or consumables

Our school year is term-time only providing childcare for 38 weeks of the year

As we are a term-time setting funding is available for 38 weeks of the year and is available the term after your child's 2nd or 3rd birthday as stated below

YOUR CHILD IS BORN ON OR BETWEEN

FUNDED FROM

1ST JANUARY AND 31ST MARCH

1ST APRIL

1ST APRIL AND 31ST AUGUST

1ST SEPTEMBER

1ST SEPTEMBER & 31ST DECEMBER

1ST JANUARY

There are different types of funding available depending on family circumstances (listed below) You can check your entitlement to funding on the Government website beststartinlife.gov.uk

2 Year Old Disadvantaged Funding	max 15 hours per week
2 Year Old Working Families Funding	max 30 hours per week
3-4 Year Old Universal Funding	max 15 hours per week
3-4 Year Old Working Family Funding	max 30 hours per week

Parents in receipt of Working Family funding are responsible for renewing their code every 3 months. Failure to reconfirm your code will result in payment being due for the sessions attended if you fall out of eligibility.

Payment Terms for Paying Families

- Fees are to be paid weekly in advance. If you wish to pay termly in advance please speak to the manager for a termly invoice
- A detailed invoice will be sent to parents each month with a breakdown of costs. Parents will be asked to provide an email address so we can send invoices electronically
- Fees remain due in the event of your child's absence for any reason, for example illness/family holidays as our running costs remain the same.
- Payment is not due if the setting is closed for school holidays/teacher training days or for any other reason and we cannot provide a service.
- Fees are charged at £16.50 per 3 hour session.
- The minimum amount of hours we offer per week is 3 hours which are to be attended as one session.
- Overdue payments of 2 weeks or more can result in your child's place being withdrawn and allocated to another child. Please do not hesitate to speak to the manager if you are having any difficulties in paying
- The session fee is payable for those children who are either not yet in receipt of any funding type listed below in bold or they already use all of their entitlement and are paying for additional hours.
- Parents will be asked to contribute towards any visits outside of the setting.
- The notice period for both parties to terminate your place in the setting is **2 weeks** for paying families.
- Parents registration forms will act as a contract for your place in the setting.

Funded Places

At Little Learners NE every parent has the right to their free entitlement whether or not they pay for any additional costs.

Parents will be required to complete a Parent Declaration Form (Annex A) which will be used to check and validate a free place with Newcastle City Council to enable us to claim funding.

- Parents registration forms will act as a contract for your place in the setting
- The notice period for both parties to terminate your place in the setting is **4 weeks** for funded families.
- Children will automatically receive 3-4 year old universal funding the term after they turn 3 (please see chart above)
- We do not take a registration fee for funded places
- Any additional hours above funded hours will be charged at £5.50 per hour (if available)

Voluntary Contributions for funded and paying families

We ask parents for a small voluntary contribution of 25p per morning for a healthy mid-morning snack time. You will be asked on your registration for if you wish to make a voluntary contribution. Parents who do not wish to contribute to the cost of the snack are welcome to provide their own healthy snack for their child.

Parents are responsible for providing a healthy packed lunch for children who attend afternoon session. We do not provide meals.

We do not supply nappies/wipes/suncream or any other consumables. Parents must supply their child's own consumables and therefore there are no additional charges to be paid

If you have any questions regarding our Charging Policy please do not hesitate to contact the setting to discuss with the manager.