



## 1.1 ADMISSIONS and FEES

### St. Michael's Pre-School

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It is our intention to make our childcare provision genuinely accessible to children and families from all sections of the local community.

In order to accomplish this, we will:

- Ensure that the existence of the childcare provision is widely known in local communities. We will place notices advertising the childcare provision in places where all sections of the community can see them, in more than one language if appropriate.
- Places will be allocated on a first come, first served basis.
- Describe the childcare provision and its practices in terms which make it clear that it welcomes both fathers and mothers, all relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equality of opportunity policy widely known.
- Consult with families about the opening times of the childcare provision to avoid excluding anyone.
- Be flexible about attendance patterns to accommodate the needs of individual children and families.

### Fees

Bills are raised monthly in arrears and sent to parents/ carers via email between the 5<sup>th</sup> & 12<sup>th</sup> of each month. It is the parent's/guardian's responsibility to notify [billing@constablecountrychildcare.co.uk](mailto:billing@constablecountrychildcare.co.uk) if their bill has not been received during this period. If you do not have access to the internet paper copies will be provided. Again, it is the parent's/guardian's responsibility to speak to their child's setting Manager if they have not received a paper copy bill by the 12<sup>th</sup> of each month.

DFEE (Government) funding is available for children in the term after their 3<sup>rd</sup> birthday and for some 2-year-old funding is available. Children who receive 2-year-old government funding receive free snacks.

### Charges for Additional Services

Breakfast served between 7.30 am and 8.30 am - 65p

Morning/Afternoon snack - 45p

Lunch - under 2's £2.65, over 2's £2.85

Tea - under 2's £2.10, over 2's £2.30

### Two-year-old government funding

For more information regarding government help with childcare costs please visit [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/). This website covers 15 hours free childcare for 2-year olds, 15 hours free childcare for 3 to 4-year olds, 30 hours free childcare for 3 to 4-year olds, Tax-free childcare (0 to 11 years or 16 years if disabled), Tax credits for childcare (0 to 15 years or 16 if disabled), Universal Credit for childcare (0 to 15 years) and Support while you study.



Please visit the website to check if you are eligible and make your application. If you do not have access to the internet you can call the Childcare Service helpline 0300 123 4097.

### **Parents 2-Year-Old Eligibility Checker-now available**

Parents are able to check if they are eligible for 2-year funding under the economic criteria using an electronic checker. If your child is eligible you will be given a reference number, which you can give to the setting.

Suffolk County Council has launched a 'Golden Ticket' campaign, informing parents of eligible 2-year olds they're entitled to 570 hours of free childcare a year. This is equal to up to 15 hours per week during term time, or fewer hours per week stretched over the whole year. Currently 2-year olds who meet the eligibility criteria are entitled to up to 15 hours of free early education from the term after their second birthday right up until they start school. The non-transferable Golden Tickets will include a unique reference number which can be used with any childminder, nursery or preschool that is registered with Ofsted and rated either "good" or "outstanding". If parents want to attend a childcare provider that is rated "requires improvement" an additional eligibility check will be required (Currently all of our settings are rated Good or Outstanding).

### **Three and four-year-old Funding**

We are pleased to offer the three/four-year-old funding (either 15 hours or 30 hours) in a flexible way and offer the following sessions for parents to make their selection:

Session times	Total number of hours
8 am -1 pm	5 hours
8.45 am - 11.45 am	3 hours
11.45 pm - 2.45 pm	3 hours
1 pm - 6 pm	5 hours
8.45 am - 2.45 pm	6 hours
8 am - 6 pm	10 hours

Lunch is served at 12.00pm.

#### **Early Arrivals**

If you require care before 8am we receive children at either 7am or 7.30am (this is an additional charge and not covered by the funding).

#### **Alternative Collection time**

We also offer a collection time of 4.30 pm and any additional cost this may incur will not be covered by the funding.

**Stretched Offer** -We allow parents of children on a 47-week contract to "Stretch" their child's 15 hour or 30-hour entitlement by taking fewer free hours a week, over more than 38 weeks of the year, i.e.

- 15 hours a week term time or a total of 570 hours taken throughout the year.
- 30 hours a week term time or 1140 hours taken throughout the year.



If you wish you can split the free early education between different settings as long as the total combined number of hours claimed by the settings does not exceed the maximum (15/30 hours) your child is entitled to.

If you decide to use your child's funding with us we will let you know when your child's funding starts and will give you a Parent/Carer Authorisation Form (PAF) for you to complete. We also need to see proof of your child's date of birth.

## **30-hour free childcare offer**

It is the sole responsibility of the parent/carers to provide CCC with the eligibility code (available through [childcarechoices.gov.uk](http://childcarechoices.gov.uk)) in order that CCC may claim the free 30 hours of childcare. Parents will be provided with a form to complete providing CCC with the eligibility code, their national insurance number and signed consent. This form must be handed to CCC in good time (i.e. a month prior to the funding coming into effect).

**Further information can be found by looking at the** Department of Education's **Childcare Choices** which explains how children aged 2, 3 and 4 can take up a funded early education place. Alternatively, further information can be accessed by contacting the **Suffolk Family Information Service** on 0345 60 800 33 or via email to [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk)

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

The early years pupil premium is additional funding for early years settings to improve the quality of education they provide for disadvantaged 3 and 4-year olds. The aim of the EYPP is to help close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers like ourselves to help raise the quality of our provisions.

## **EYPP Eligibility Criteria 3 and 4-year olds in state funded early education attract**

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit.
- Universal Credit.

## **Notice required to terminate sessions**

Notice Period: Due to the long-term commitment we make when reserving a child's place, we must ask you to make a similar commitment to us. We therefore, require a minimum of 6



weeks written notice, commencing from the first day of the month, to decrease or cancel your child's normal sessions on a permanent basis.

This applies, unless your child is just using funded hours.

## Deposits

A refundable deposit of £50 (per child) is required upon completion of registration to secure your child's place at your chosen nursery. The deposit is non-refundable if the child does not attend and terms and conditions set out in this Contract are not met. Spaces will not be held unless the deposit is paid in full. A deposit is not required if you are only using government funding.

## Closure Period

CCC will have two separate 1-week shutdown/closure periods. The planned closure periods when no services will be in operation are;

- 1 week over the Christmas period
  - 1 week in August - the week which follows the late August bank holiday
- ❖ If you have chosen a 47-week Contract you are entitled to a limited amount of days holiday which will be confirmed at the beginning of the academic year (September). The approximate five weeks entitlement includes bank holidays and our two shut down periods as stated above. If you have chosen a term time Contract and holiday is taken during this time you will still be charged. Parents/carers are required to provide CCC with 4 weeks holiday notice, failure to do so will result in parents/carers being charged.

## Non-payment of fees

Parents agree that all monthly fees and extras (full time/part time attendance/food) will be paid in full within two weeks of receiving that month's bill. Additional sessions will be invoiced at the end of the month in which they are taken. Unpaid fees are subject to a £20 late payment fee if they are not received within the two-week period as stated above. The late payment fee will be added to the next month's bill. Unpaid fees may result in immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties. The late payment fee may be waived in exceptional circumstances of hardship, where parents have discussed the matter with the Group Leader. If the Group Leader is not contacted the late payment fee is payable along with outstanding monies. All extra hours are billed at the session rate or hourly rate. Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether their child attends or not. This includes sick days and absence not included in the holiday entitlement.

Payment of fees are welcomed by bank transfer, standing order, voucher provider, cheques and we are happy to accept cash. Please make cheques payable to Constable Country Childcare and write your child's name on the back of the cheque.



# Constable Country Childcare

Where every child is unique and special...

Ofsted  
Outstanding  
Provider

Ofsted  
Good  
Provider

The Charity banks with Metro Bank (Colchester Branch). Bank details are as follows:

Account name: Constable Country Childcare

Account number: 30747641

Sort Code:23-05-80

Please use your child's name as a reference on each payment so we can match up the payment to the bill. In the event of a cheque being represented or returned by the bank an additional fee of £25.00 will be payable immediately, to cover our bank and administration charges.

Continual late payment of fees or non-payment of fees may result in a County Court Action being deemed necessary and sought by the Charity. Furthermore, we may also suspend your child's place at nursery until the fees have been paid.