Charging Policy for Funded children

We are listed with Norfolk County Council as an approved provider for funded 2,3 and 4 year olds under the name JCB’s Childcare. I have agreed to meet the conditions of the Model Agreement (2017)

If eligible for funding your child will be able to attend for up to 15 hours per week free of charge, this will be for 38 weeks a year leaving 13 weeks school holiday closure and 5 staff training days (to a maximum of 570 hours). You do not have to accept your full entitlement and you can split it across more than 1 setting where necessary. No conditions are placed upon your uptake of your funding entitlement nor will you be required to access any additional services. The entitlement is offered free.  Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate

Some 3 and 4-year-old children are entitled to an extended offer of 30 hours per week (to a maximum if 1140) this is also offered over 38 weeks of the year.

Morning (8/8:15-11/11:15) and afternoon (11:30-2:30) sessions are available and children are welcome to attend both. Extended hours are available for a limited number of children as Jennifer Harper is a registered childminder at the address under Ofsted registration EY358417.

You will not be charged for the 15 hours of universal entitlement or the extended 15 hours of childcare in any way. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. The charges for additional hours are £15 per session or £5 per hour or part thereof outside of standard session times. These additional charges will be clearly shown on your invoice and will be payable in advance. We accept cash, bank transfer and childcare vouchers. Please note your fees will be calculated after the number of hours covered by funding have been removed not the monetary value these equate to e.g. if you use 7 sessions per week you will be charged for 2 sessions at £15 and receive 5 free.

Please note if you intend to use the extended 15-hours entitlement for your 3-4 year old child then you are responsible for checking your eligibility. If your eligibility changes you must notify the nursery immediately and we will look to amend your sessions accordingly. If you do not notify the nursery and continue to claim you will be responsible for paying the standard session rate for the sessions no longer covered by the free funding.

It is important you are on time to collect your child as this could stop another child attending at their designated time or mean staff having to stay behind and this can cause major disruption. If you are late to collect your child by more than 10 minutes you will charged to cover additional staffing at £5 per hour or part thereof.

Fees are reviewed in April with notice given at the beginning of the summer term to all existing and prospective parents that any changes will come into force in September.

We do not charge a deposit or registration fee to hold your child’s space therefore please notify us as soon as possible if your circumstances change and you decide not to take up your child’s space. If for any reason, you no longer want your child to attend the setting we will require 4 weeks’ notice in writing. This is charged at the normal rate whether or not the child attends. If for any reason we need to terminate we will provide the same notice. Immediate termination can occur without notice in exceptional circumstances, charges may apply.

You will be asked to sign an agreement which will indicate the dates and times your child will attend, it is also necessary for you to sign to show how many funded hours will be claimed for your child. This is in addition to your contract.

The settings full policies which also act as our terms and conditions are available at all times and are downloadable via our website.

Absences due to illness will be charged at the standard rate for any additional hours but are covered under the terms of the free/extended entitlement. Please note absences due to holidays are not payable via free/extended funding entitlement therefore any holiday in term time will result in you being invoiced at the settings standard rate (£15 per session missed).

It is highly unlikely the setting will close in term-time however should the setting close under exceptional circumstances (e.g. extreme weather) you will be entitled to use any remaining hours up to your maximum 570 at a later time (where space permits). This will be as soon as the setting can accommodate and may not be in the same term. If you choose for your child not to attend you will lose your entitlement to those hours.

All funding will be accessed during school term-times therefore you will not be able to access this during school holidays under a stretched offer. Your term-dates will take account of any public holidays to ensure access to your full funding allowance.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services

Charges for additional services such as trips will be agreed in advance with families and will be voluntary. You will never be asked to make voluntary contributions to cover any deficit in fees between the settings hourly rate and the rate paid by your free entitlement.

You are welcome to provide your own meals for your child in line with our healthy eating policy. Breakfast can be offered to children attending the morning session, all children will receive a snack in the morning with lunch offered to children who attend a full day or the afternoon session.

There is no charge for meal/snacks or consumables.

However, we would gratefully receive a voluntary contribution to help towards the cost of providing them should you choose to do so. The suggested amount for this is £1 per session however we would gratefully receive food contributions towards snacks e.g. fruit/bread instead.

Sessions run with staggered starts at the following times:

 Morning sessions Afternoon sessions

 8:00-11:00 11:30-14:30

 8:15-11:15

You will be invited to select the sessions that will suit you best however these may not always be available. If you are not happy to accept the sessions offered in the event of your preferred sessions being unavailable you can be placed on a waiting list for your preferred sessions.

If you are late with your fee for any additional hours payment, we reserve the right to implement a charge of 5% per day calculated on any sums remaining due or outstanding.

Please note we also reserve the right to suspend and/or terminate the care of your child until the amount due has been paid especially for repeated infringements. If they are entitled to the free 15 or extended 15 we will reduce your child’s hours down to these.

If fees remain unpaid for 7 days a reminder will be issued in writing. After 28 days a letter will be sent giving 28 days to produce payment or reach a satisfactory payment agreement. After this additional 28 days we reserve the right to seek legal advice and this may result in court action being taken.

To access your funding entitlement, you will be required to complete a contract which will outline the terms of our agreement and the hours you wish your child to attend

Please note if a child attends the setting and is not eligible for the free funding, loses their entitlement or for any reason the setting is not paid via the Local Authority (e.g. claiming too many hours) then families will be invoiced directly for sessions attended.

The school year is often very slightly longer than the number of hours offered so depending on which term your child starts accessing their funding there may come a term where the funding doesn’t cover all sessions. If this is the case at the beginning of the term you will get an invoice for the sessions which will not be covered, please note this normally ties in with the term they were born e.g. a summer born baby will receive the invoice in the summer term, this invoice is normally for 2 to 4 sessions. If we have had to close for any point throughout the year and your child has sessions owed, we will try our best to offer these during sessions that may need to be paid for.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables

Other relevant policies include our admission policy, opening hours policy, fees policy, SEND and Inclusion policy and our complaints policy.

We will handle all data under the GDPR requirements (please see sperate policy)