

Charging and payments policy

Rationale

To inform prospective and current parent's and service users to have information About charges that may be made.

Guidelines

Nursery education

In line with Newham's admissions criteria, we provide 15 hours of free nursery education for children the term after their 3rd birthday. We also offer 15 hours of free nursery education for eligible 2 year olds. To check whether your child is eligible, visit www.newham.gov.uk/twoyearoldchildcare. Nursery education is a free government funded entitlement and is paid directly to the school, at a rate of £5.17 per hour per child (3yrs and above), via the local authority funding system when a child begins nursery. Please refer to our admissions policy for further details.

30 Hours Pilot Scheme

We are currently piloting a government scheme offering a small number of 3 year olds 30 hours of free nursery education. The hours for this will be 8.45am to 2.45pm Monday to Friday. The usual afternoon sessions finish at 3.35pm and if you would like your child to stay until the end of this session we can offer this at a cost of £3 per day, the hourly rate pro rata. If you would like your child to stay until 3.35pm, please complete the form (See Appendix A)

Educational visits

Occasionally we arrange trips beyond the setting that may incur transport or admission charges. The size of this voluntary contribution is calculated by dividing the cost of the trip by the number of participants. The number of participants includes the parent accompanying a child.

Appendix A

Extended Day Agreement				
Child's Name				
Child's DOB				
Child's Class				
<i>I would like my child to stay until 3.35pm on the days listed below. We ask that you confirm extended sessions at the beginning of each term.</i>				
Monday	Tuesday	Wednesday	Thursday	Friday
<i>Please indicate your preference</i>				
I confirm that I understand and agree to <ul style="list-style-type: none">• the charge of £3 per day per child.• be invoiced fortnightly in advance• pay by cheque or bank transfer within 7 days of invoice• give 14 days' notice if I no longer require additional time				
We ask that payments are made promptly and any difficulty in meeting these costs is discussed with the Business Manager. The school reserves the right to suspend additional care if payments are not upheld.				
Parents Name				
Parents Signature				
Date				