

CPS CHARGING AND REMISSIONS POLICY – preschool Jan 17 – Mar 18 signed 12/17

Aim

To set out the charges for services offered by LittleLearners@Central.

In accordance with the Education Act 1996, the ALP Governing Body does not insist on a direct charge for the cost of educational activities provided during school hours as part of the curriculum.

No charge can be made for education and care during a child's 15 hour entitlement.

Free Nursery Entitlement- 2 year olds

The 'free nursery entitlement' is available to any child the term following their second birthday and meets the criteria of eligibility. 2 year olds are offered 15 hours a week across 38 weeks of the academic year. Sessions are available either 8.30-11.30am or 12.15-3.15pm. Sessions are usually either 5 AM or 5 PM sessions.

The criterion for free nursery entitlement is as follows:

Families must be in receipt of one of the following benefits to be eligible for a place:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

Fee Paying 2 year old places:

Little Learners@ Central also offers paid places for children accessing the 2 year old provision. Sessions are available either 8.30-11.30 am or 12.15-3.15pm. Each session costs £15.00. If needed lunch care is £2.50 and children are required to bring a packed lunch.

Payment of Childcare Fees

Childcare fees are paid in advance (monthly). Payments can be arranged to spread over the school term in equal instalments. Please contact school for more details.

Payments may be made in cash or by standing order. To make payments using a child care voucher scheme please contact the school.

Notice of increase in fees

If we need to increase prices, we will give notice of one month.

Non – payment of Childcare Fees

If there is a non-payment of childcare fees Central First School will issue a statement detailing the outstanding amount. If payment is not forthcoming a meeting will be arranged to discuss a repayment plan. If this plan is not adhered to this may be result in legal action being taken and loss of the childcare place.

Cancellation policy/Illness

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

Period of Notice and Termination

We hope that you will not need to leave Little Learners, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being one month. Any payment that has been made for a place within your months’ notice will not be refunded and further payment will be required to complete your commitment to the end of the month.

Voluntary Contributions

Every day, we have a healthy snack. Sometimes we have different food linked to special occasions, for example Christmas or the Chinese New Year. We may ask for a contribution towards the cost of this. This payment is voluntary and no child will be excluded or treated differently where a contribution is not received.

Chair of ALP: [Signature] Date: 12.7.17

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