

Poppies Fees/ Charging policy.

All fees are payable either weekly (cash only) or four weekly in advance as agreed on the contract. Fees may be paid by bank transfer, cheque or cash. Voucher schemes from parents places of work may be used to pay fees or parents may use the new government scheme Tax Free Childcare details available on <https://childcare-support.tax.service.gov.uk/>

The government has created a new user friendly website [Childcare Choices](#) so parents can see what financial help they are entitled to.

All families are entitled to the universal offer of 15 hours free childcare for their 3 and 4 year olds (from term after their third birthday for 38 wks a year). Or spread throughout the year - see below

Working parents of 3 and 4 year olds can access 30 hours free childcare if they meet certain criteria (from the term after their third birthday for 38 wks a year)

For further information and check eligibility visit: www.norfolk.gov.uk/30hours

Parents need to apply for their eligibility code from:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

Fees are subject to change with at least one month's notice.

Parents can choose from a term time only contract or an all year contract:

Term time contract:

- 38 weeks a year - dates set around local state school terms
- Holidays are not permitted unless a term's notice is given so funding is not claimed

All year contract:

- 50 weeks a year (closed between Christmas and New Year)
- All absences will be charged full fee unless they are for a 7 day period or more AND four week's notice has been given On a holiday form. If these conditions are met then half fee will be charged.
- Individuals may vary their contracted hours during school holiday periods with 4 weeks notice in writing.

All Government Funded hours can be accessed between 8.30 am and 4 pm. Any hours required between 7.30 and 8.30 am and 4pm - 6pm will be charged appropriate hourly rates for the child's age group.

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. Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

The following charges apply when taking a free entitlement place -

- Cost of Meals Breakfast - £1.00
Lunch - £2.60
Tea - £1.75
- Consumables: parents to provide nappies - wipes are included

The above charges are voluntary. Families are able to supply their own. It may be possible to waive or reduce these costs.

We do encourage anyone who has any difficulties meeting their obligations to discuss this with Sue Gray or Debbie Inch.

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. 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.

A registration fee of £75 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement.

Children who arrive more than five minutes earlier than their contracted time or are collected more than five minutes later than their contract time, without prior agreement, will have a charge of £5 per half hour added to their bill.

_____ and _____ joint nursery managers Revised: June 2018 next
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