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**Charging Policy**

Setting Manager: Jane Johnson

Business Manager: Debbie Hoddinott

Policy Approved by: Aston-on-Trent Pre-School Committee Date: March 2024

Policy reviewed by: Date:

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**Aims**

This policy will ensure we have a robust, clear process in place for charging and remissions. It clearly sets out the types of activity that can be charged for and when charges will be made. We are committed to ensuring equal opportunities for all pupils and this policy will ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

**Roles and Responsibilities**

The committee has overall responsibility for approving the charging policy but can delegate this to the PreSchool Business Manager.

The Preschool Setting Manager is responsible for ensuring staff are familiar with the charging policy, and that it is being applied consistently.

Staff are responsible for ensuring the Charging Policy is implemented fairly and must notify the Setting and Business Managers of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents are expected to notify staff of any concerns or queries regarding the Charging Policy.

**Preschool Charges** *(Prices correct from September 2024)*

7:30 Breakfast Club 7:30 - 9:00 £8.95

*Adhoc 7:30 Breakfast Club* 7:30 - 9:00 £9.45

8:00 Breakfast Club 8:00 - 9:00 £6.70

*Adhoc 8:00 Breakfast Club* 8:00 - 9:00 £7.20

Preschool Day 9:05 - 3:05 £34.80

Preschool Morning 9:05 - 12:05 £17.40

Preschool Lunch Club 12:05 - 1:05 £5.80

*Adhoc Preschool Lunch Club*  12:05 - 1:05 £6.30

Preschool Afternoon 1:05 - 3:05 £11.60

After School Club 3:05 - 5.20 £9.60

*Adhoc After School Club* 3:05 - 5.20 £10.10

Adhoc sessions are subject to availability and dependent on staff/children ratio.

Fees must still be paid if children are absent without notice for a short period of time, including sickness and holiday. If your child is absent over a long period of time, please talk to the Business Manager.

For your child to keep her/his place at the setting, you must pay the fees on time. Where we are in receipt of funding, we will still claim this funding if your child is off sick or absent.

All Breakfast and After School Clubs must be paid for, even if your child is absent.

Four-weeks-notice must be given prior to any changes to childcare for Preschool, Breakfast or After School Clubs. Please notify the Business Manager asap.

**Government Funded Places**

We offer funded places to any families eligible and if we have space. To check whether you are eligible from 2 or 3 years please go to **childcarechoices.gov.uk for** more information.

**Late Collection Fee**

The fee for late collection of children at the end of a session is £5.00. This will be charged when a child has not been collected 15 minutes after the end of their session and for every subsequent 15 minutes.

If children are not collected within 60 minutes of the collection time we will have to inform Social Services. Every attempt to contact family members on the pre-agreed list will be made.

**Snack Time**

Preschool provides a range of healthy snacks each day. There is a voluntary contribution of 50p per morning session. It is important that you inform us if your child has any food allergies or is not able to eat certain foods due to religious beliefs or dietary requirements. Milk is provided free of charge.

**School Trips**  
Voluntary contributions will be requested to pay towards the cost of school visits. No child will be penalised, treated differently or excluded from the activity because of their parent’s inability to pay.   
In certain circumstances, proposed trips may need be cancelled if there is a lack of revenue.

**Lost Equipment**  
Preschool expects parents to replace or purchase items of preschool property which are lost or damaged off the school premises.

All monies will be collected by our Business Manager. The amount will be recorded and maintained within *Nursery in a Box*. Monies will be used for the appropriate purchase of replacement of goods/services as stated in this policy. Any accidental overpayments will be returned to parents by the School Administrator.