



Pinehurst Primary School

Little Pine Cones & Nursery Charging Policy

'Experience, Excel and Enjoy'

### **Pinehurst Nursery & Little Pine Cones Charging Policy**

At Pinehurst we offer childcare both in Little Pine Cones and Little Acorns (Nursery) between the hours of 8.45-3.30 (charges apply). The Nurseries are open term time only and closed for teacher training days.

#### **Free Funded Places**

Children are entitled to free government funded places for 15 hours per week from the term following their birthday. For a 2-year-old funded place parents have to meet the edibility criteria (See appendix 1)

All families with children aged 3 are entitled to 15 hours of funded education.

Funded sessions are from 8.45-11.45am or 12.30 3.30pm Monday to Friday.

#### **Flexible places**

When spaces allow, we are also able to offer funded places over full days to meet the needs of individual parents. (Additional costs apply). This needs to be requested through the Assistant Headteacher who will discuss your requirements. We work with parents to ensure as far as possible that hours are convenient for working parents.

#### **Unfunded sessions**

Additional hours are available in both settings provided there is space available.

**Little Pine Cones** have the following policy for charging:

The cost per session is £15. ie half a day.

Lunch Time fee = £3 (parents can provide a packed lunch) or school can provide a lunch for an additional £2.00

**Nursery (Little Acorns)** have the following policy for charging:

If parents/carers request additional sessions within the Nursery the following charges apply:

The cost per session is £12. ie half a day.

Lunch Time fee = £3 (parents can provide a packed lunch) or school can provide a lunch for an additional £2.00

Payments are to be paid by parents/carers at the beginning of the week or the first day of the child's/children's session at Nursery.

#### **30 hours funded place for Working Parents**

Working families with 3 and 4-year-old children can get an extra 15 hours a week of free childcare, so 30 hours in total provided you meet the criteria. (see appendix 2) At Pinehurst we have a small number of places for 30 hour funded places. Monday to Friday, 6 hours per day 8.45-11.45 and 12.30-3.30pm. If your child stays across lunchtime, then there is an additional charge of £3.00 per day. If you want school to provide a dinner for your child there is an additional charge of £2.00. Alternatively, you can provide a packed lunch.

If you are late in notifying school of the 30-hour code or the code is not received in advance of starting normal Nursery charges will apply until funding can be accessed the following term.

Government funding does not cover the cost of meals, consumables, additional hours or services. Parents are not charged a top up free to recoup the difference between the amount received and the current hourly rate.

Parents/Carers are reminded that fees are payable even if your child is absent due to sickness or holiday.

### **Educational Visits**

During the year children in the school have the opportunity to access educational visits. A voluntary contribution is requested from parents/carers to support the coach hire/entrance fee for educational visits. No child will be excluded from any such visit if their parents/carers have not made any contribution.

### **Payment Terms**

All payments must be made in advance of the session. All families are issued with a receipt of payment. The receipt will be itemised to provide clear and transparent information concerning charges as agreed in this policy. This will allow parents/carers to see the free entitlement and additional fees.

### **Unavoidable closure of the school**

The school policy and procedures apply. Should the Nurseries have to close for reasons beyond our control, you will not be charged for the sessions affected.

### **Late payment /debt collection policy**

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be forwarded to the Local authority credit control Department for recovery,

### **Late collection of children policy**

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. If you are regularly late there will be additional charge of £5.00 and your place may be withdrawn if there is a waiting list.

### **Complaints Procedure**

Our complaints procedure is available on the school website and available on request in the school office.

### **This policy has been written with regards to the DFE Guidance:**

Early years education and childcare-statutory guidance for local authorities June 2018

Early years entitlements: operational guidance for LA and providers June 2018

## **Appendix 1 Eligibility Criteria for 2-Year-old funded Place.**

Your child will be eligible for a free place if you receive any of the following:

- Income Support
- Job Seekers Allowance (income-based)
- Employment Support Allowance (income-related)
- Universal Credit - you and your partner must have a combined income from work of £15,400 or less a year, after tax
- tax credits with annual earnings of no more than £16,190 per year, before tax
- the guaranteed element of State Pension Credit
- support through Part 6 of the Immigration and Asylum Act
- Working Tax Credit 4 week-run on (the payment a claimant receives when they stop qualifying for Working Tax Credit)

A child may also be eligible for a place if she or he:

- is looked after by the local authority.
- has a current Statement of Special Educational Needs/Disabilities (SEND) or an Education Health Care Plan
- receives a Disability Living Allowance (DLA)
- has left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, free early education and childcare:

- must be given by an [approved childcare provider](#)
- start the term after your child's second birthday

## **Appendix Two : 30 hour funding for children who are 3 years old.**

### Eligibility:

- Both parents are working (or the sole parent is working in a lone parent family).
- Either or both parents' income does not exceed 100k.
- The parent earns or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £115 a week (or c. £6,000 a year) for each parent over 25 years old or £111.20 a week (or c. £5,700 a year) for each parent between 21 and 24 years old.
- This applies whether the parent is in paid employment, self-employed or on zero hour's contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

### **Reconfirmation of 30 hour eligibility codes**

Every three months, parents are required to reconfirm that they remain eligible for 30 hours and Tax-Free Childcare. If a parent's details have not changed, they only need to tick a box in their childcare service account to confirm that their details remain the same. Parents should receive two reminders to reconfirm their eligibility (4 weeks and 2 weeks before their reconfirmation deadline).

If a parent misses the reconfirmation deadline, they will receive a message telling them that they are no longer eligible for 30 hours and Tax-Free Childcare. When a provider validates the parent's code it will show that they are in their grace period, which means that the child will be able to continue to access their 30 hours place until the end of the term. To take up a place in the following term, parents will need to ensure they reconfirm their eligibility.

### **Extended 15 Hours Eligibility – Grace Period**

If parents do not reconfirm their eligibility - Wakefield Council will make Three Lane Ends Academy aware that your eligibility for the 15 hours extended free childcare is now within a grace period. This means that the Local Authority will only fund the additional 15 hours until the grace period ends.