

Hope Kindness Forgiveness Aspiration Love Courage Trust Respect Friendship



## Drake Primary School and Little Pirates Childcare

We unlock opportunity and inspire everyone.



### Little Ducklings Childcare at Drake Primary School CHARGING POLICY 2025/2026

#### Payment of Fees & Charges

- Fees are paid via our online booking system and at the time of booking.
- If you have any outstanding debt or do not pay at the time of booking, your session will not be secured and your child will be unable to attend.
- Fees must still be paid if children are absent through sickness or holiday, but any meal fees will be refunded to your account.
- Please check the School Calendar for term dates, bank holidays and inset days before booking, as all bookings are **non-refundable** unless the service is unavailable.
- One month's notice of termination of contract or change in pattern of attendance, is required in writing.
- If this notice is not given parents will be charged for the sessions booked for the month, regardless of whether the child attends.
- The responsibility for the payment of fees lies with those with parental responsibility, who have signed the Parent – Setting Contract.
- When a holiday club space is no longer required, we require at least two weeks' notice of cancellation, or fees will be charged.
- A Registration fee is charged once a childcare place has been offered at the rate of £30 per family, for those not in receipt of Early Years Funding.
- If parents cancel their acceptance of a place in Little Pirates before the child starts attending, the registration fee will be retained and one month's fees will be incurred.
- Nursery children - Bank Holidays which fall on your child's usual attendance day are payable at the normal rate (but meals will not be charged).
- In circumstances beyond our control, including a pandemic, which necessitate the closure of the setting, 50% of fees will be credited on the next invoice.

## **Early Years Funding**

- 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 including those not funded by the local authority will be charged at the current hourly rate.  
The current hourly/session rates are –
  - Under 2's - £10.00 per hour
  - 2 year olds - £7.36 per hour
  - 3 & 4 year olds - School Day - £5.40 per hour - £40.50 per session
  - 3 & 4 year olds - Full Day - £6.00 per hour - £60.00 per session
  - 3 & 4 year olds - Morning/Afternoon - £7.00 per hour - £35 per session
- Charges for additional services such as trips will be agreed in advance with families. Consumables (e.g. nappies or sun cream) are to be provided by the family.
- 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 additional hours, services, meals or consumables.
- The entitlement place 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 £30.00 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access a funding entitlement.
  - The following fees apply when families claim a funded entitlement as part of the childcare arrangement –

- **Cost of meals and snacks**

Meals are not covered by any funding and will be charged at the following rates:

Breakfast - £1.50

Lunch/Tea - £2.70

Alternatively, the option to bring packed lunches is available for those families not wishing to purchase meals cooked on the premises.

If you are unable to pay these charges, please speak with Karen Armes & Susan Sayer to discuss the alternative options available.

The alternative options include –

- Families to supply a packed lunch
- Families to supply toiletries and personal care products
- A payment plan could be put in place to enable manageable payments to be made

Other charges –

- Deposit – A non-refundable deposit of £30 per family is charged, to secure a place at the setting, once the place has been offered, for those children who are not in receipt of Early Years Funding.
  - Late payments/bookings – A fee of £10 will be charged when sessions are not booked/paid before a child attends their sessions, unless a manager has been informed of the reason for this.
  - Late Collection – A £10 fee will be charged, when children are not collected on time, at the end of their session.
  - All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice, in writing, to Karen Armes & Susan Sayer. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider, via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement, up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).
  - Our fees are reviewed annually, in April and families will be given at least 4 weeks' notice in writing, to inform them of any change, and given the opportunity to discuss their options with Karen Armes & Susan Sayer.
  - Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked/finalised before the childcare arrangement (contract) is formalised.
- All families will be issued with their funding entitlement monthly and in advance, via their accounts within the settings booking system. This will clearly state the number of funded hours and total amount available, along with additional costs for meals or extra sessions used. It will allow parents/carers to see that the entitlement is received completely free of charge and understand any additional fees that have been applied. Additional costs will require payment within 30 days. A booking summary and receipt can then be downloaded from the account statement. Invoices will be provided to families who require them as proof of a child(rens) attendance, when in receipt of additional support for childcare.

## **2 Year Old Funding**

2 year old funding is specifically for sessional care for children who meet government set criteria and we provide suitable provision for 2 year old sessions without any charge.

- Where the setting's hourly rate is greater than the rate received from the local authority no top up fee is charged.

- Parents are not obliged to purchase additional hours in order to secure free provision
- A charge will be made for any additional childcare services over and above the funded entitlement as per the charging schedule attached
- No registration fee is due where funding entitlement only is used
- The current entitlement of 15 hours is for 38 weeks of the year and the amount per term is dependent upon the number of weeks in that term.

### **3 & 4 Year Old Funding – 15 hours**

Little Pirates at Drake supports the entitlement to free 15 hours early years provision for 3 and 4 year olds. The parent/carer must fully complete the necessary claim form by the agreed date, per term to allow for funding to be claimed.

### **3 & 4 Year Old Funding – 30 hours**

Little Pirates at Drake supports the entitlement to free 30 hours early years provision for those 3 and 4 year olds whose parents meet the eligibility requirements. The parent/carer must provide the 30 hours eligibility code, original copies of documentation to confirm that the child has reached the eligible age and written consent for Little Pirates at Drake to be able to receive confirmation and future notifications from the local authority of the validity of the parent's 30 hours eligibility code.

A child born in the period	Will become eligible for a free place
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following child's 3 <sup>rd</sup> Birthday (Autumn School Term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following child's 3 <sup>rd</sup> Birthday (Spring School Term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following child's 3 <sup>rd</sup> Birthday (Summer School Term)

- Where the settings hourly rate is greater than the rate received from the local authority no top up fee is charged.
- A charge will be made for any additional childcare services over and above the funded entitlement as per the charging schedule at Appendix 1.
- No registration fee is due where funding entitlement only is used.
- The current 15 hours or 30 hours entitlement is for 38 weeks of the year and the amount per term is dependent upon the number of weeks in that term.
- The maximum that each child may claim per year free of charge commencing the term after their 3<sup>rd</sup> birthday is 570 hours for 15 hours universal entitlement or 1140 hours for 30 hours extended entitlement.

**Non-payment of fees**

If you are experiencing difficulty in paying outstanding fees please communicate with us.

All debt may be referred to the Norfolk County Legal Services where appropriate.