

# **White Laith Primary School**

## **Day Care and After School Club Charging Policy**

Agreed by governors: October 2021

To be reviewed: October 2024

### **Introduction and Scope**

White Laith Primary School Day care and After School Club is committed to a charging policy that is fair to users while making the necessary contribution to costs. Our aim is to ensure everyone who needs it has access to affordable early childhood and childcare services.

This charging policy applies to all day care and Before And After school services provided where they are in addition to those services where there is a statutory right to free provision.

The charges made under this policy do not necessarily reflect the real costs of providing childcare. In particular, there is a statutory requirement for specific staff to child ratios and for specific levels of staff qualifications that create relatively high fixed costs.

### **Charges for Childcare**

Childcare at White Laith Primary School is available from 07:45 to 18:00 from Monday to Thursday and 07:45 – 17:15 Friday during the school term.

Parents/carers can make an agreement with the school for day care and/or out of school care for any times in that period when the child is not entitled to free statutory provision.

This means that we do not make a charge for providing the part-time Foundation Stage 1 education which the child has by right. Currently, children who are in Foundation Stage 1 have a right to 15 hours or 30 hours provision, five days a week, in term time. The 30 hours provision is subject to qualification criteria.

We charge for any extra time parents/carers arrange with the school outside this free provision.

We also charge for children whose parents/carers enter into an agreement with the school to provide out of school care – typically Before and After School care.

Places in Before and After School Club are available upon request through agreement with the school office.

If demand for places exceed availability, school may need to consider using fixed contract agreements that will commit children to attend on specific dates and times. This will ensure school is able to plan ahead and ensure sufficient staff are available at all sessions.

White Laith Primary School does not undertake to provide the service on every day in term time. For example, child care services may be unavailable as a result of fixed closure weeks, public holidays, closures for staff training, or unexpected emergency closures.

## **Pricing**

Parents/carers make an agreement with the school for specific sessions of childcare, the charges for which are set out in the attached table of charges.

The school will review and revise these charges from time to time as necessary to ensure charges made are sufficient to meet the reasonable costs of providing the service.

Parents/carers will be given 28 days notice of any revised charges. Parents/carers whose children continue to attend sessions do so on the basis that they have accepted the revised charges and conditions.

## **Payment of fees**

Once a child attends a session this will appear in ParentPay and parents/carers should pay for this within one week.

## **Payments in Arrears**

The requirement of the agreement between the school and parents/carers is that full payment is made within a maximum period of two weeks.

If parents/carers have difficulty paying on time they should discuss this immediately with the Head Teacher, Deputy Head Teacher or School Business Manager.

The school's aim is to avoid any build up of arrears. This is necessary both to protect parents/carers from building up debt problems and to protect the ability of the school to continue child care provision.

If any parent/carer is two or more weeks in arrears:

- Childcare under the agreement will be suspended until the arrears are paid or an agreement for a payment scheme is made.
- If a payment scheme is agreed and any payment is missed, day care will be suspended immediately.
- If any parent has overdue fees for other services provided by school e.g. school dinners, that are not covered by a payment scheme, childcare fees must be paid immediately. Written confirmation will be issued to parents in such situations.

The school reserves the right to institute debt recovery procedures at any time.

In exceptional circumstances the terms of this policy can be amended at the discretion of the Governors where individual circumstances merit.

## **Review and monitoring**

The policy will continue to be monitored and amended to meet school needs subject to approval by Governors.

The provision of childcare will also be reviewed as necessary and reported to governors as part of ongoing financial management and reporting - in particular if fees received are not meeting costs.

## **Fee Summary as at January 2023**

### **Before & After School Club**

	Times	Charge
Morning	7.45 – 8.45	£5.00
	8.00 – 8.45	£4.00
Evening	3.15 – 5.15	£7.00
	3.15 – 6.00	£9.00

### **Extended Care**

Half Day	£10
Full Day	£18