

Sunshine Children's Centre

FEE POLICY AND CHILDCARE

AGREEMENT



This document outlines an agreement between parents/carers and Sunshine Children's Centre regarding childcare hours, fees, policies and procedures.

The fee are set at differential rates for children between two years, and children over three years in order to reflect the variation in the costs of providing care for these different age groups

CHILDCARE SERVICES FEES TABLE

These fees apply to children who do not receive universal 'Free Early Education', (FEE), sessions, (15 hours per week), or extended FEE, (30 hours per week), and/or attend flexible hours outside the FEE sessions. They also apply to holiday club. Fees are reviewed on an annual basis and the current schedule can be requested from the Nursery Manager.

Sunshine Children's Centre	2—3 years	3+ years	
Hourly rate	£6.45	£5.95	
Holiday Club		£25.00 per day	
Breakfast Club		£8.50/day	£40.00/week
After School Club		£12.50/day	£60.00/week

Sessions Available

2 year olds				2—3 year olds			
Sessions	Hours	Hourly rate	Total	Sessions	Hours	Hourly rate	Total
08:30 to 12:30	4	£6.45	£25.80	08:30 to 12:30	4	£5.95	£23.80
12:30 to 15:30	3	£6.45	£19.35	12:30 to 15:30	3	£5.95	£17.85
08:30 to 15:30	7	£6.45	£45.15	08:30 to 15:30	7	£5.95	£41.65

An hourly rate is applied for extra hours that fall within the session. These commence once the funded hours have been used

Free Sessions—a contract that does not attract charges

	Universal FEE three plus years	Universal FEE three plus years
Free Pattern	15 hours 12:30 to 15:30	30 hours 09:30 to 15:30
No administration fee is applied		

Completely free funded sessions are subject to availability and can only be taken as published, days and times cannot be changed and additional hours cannot be purchased

Other Important Information

We are a term time only setting who would claim funding for 15 hours over 38 weeks or 30 hours over 38 weeks

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All hours are subject to availability

All additional flexible hours **MUST** be paid in advance. Failure to do so will result in your child's hours being reduced.

ALL ACCOUNTS MUST BE PAID IN ADVANCE AND CLEARED IN FULL WITHIN 7 DAYS ON RECEIPT OF YOUR MONTHLY STATEMENT

NO ACCOUNT WILL BE ABLE TO CONTINUE IF IT FALLS INTO ARREARS

IF THIS DOES OCCUR YOUR CHILD'S PLACE WILL BE FROZEN UNTIL THE ACCOUNT IS CLEARED

Other important fee information

- ◆ Children who are in receipt of Free Early Education, (FEE), only are not required to pay any monies for their childcare space in advance, unless accessing additional 'flexible hours'. The Nursery takes the responsibility of applying for individual children's Universal FEE once the parent/carer has signed a declaration of consent to do so
- ◆ Parents/carers who are eligible for the extended 30 hours funding must first apply for the validation. DERN, (Department of Education Reference Number), code. On receipt of the DERN code parents/carers are responsible for presenting the code and proof of their National Insurance number to the setting. The setting will then produce a declaration form for permission to validate the code and apply for the funding.
- ◆ Fees can be paid by cash, BACS, standing order or debit card.
- ◆ Fees will be charged at an hourly rate regardless of whether your child finishes before the hour is up
- ◆ Parents/Carers must inform Sunshine Children's Centre if a child is ill or will not be attending the nursery on the first day of absence. Children who are absent due to illness will be charged at the normal rate
- ◆ Parents/Carers will be charged 'late fees' when they are late collecting their child, (unless it's an emergency and you have phoned us beforehand), then parents/carers will be charged for the full hour.

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- ◆ Fees are due at the beginning of each week, for Holiday Club, Breakfast Club and After School Club nursery fees are payable in advance and cleared in full within 7 days on receipt of your monthly statement.
- ◆ All parents/carers are required to inform the Sunshine Children's Centre immediately of any change of circumstance that may affect their childcare arrangements.
- ◆ During the closure periods for the nursery, currently twelve weeks per year. Parents/carers will not be charged while the nursery is closed.
- ◆ Fees are charged on an hourly basis and parents/carers are politely reminded to deliver and collect children at the agreed times. There may be occasions when events happen and this isn't always possible. You are asked to notify the nursery and the necessary fee will be charged
- ◆ For children receiving Free Early Education sessions, parents/carers are politely reminded to deliver and collect children at the agreed times. There may be occasions when events happen and this isn't always possible. You are asked to notify the Sunshine Children's Centre . However, for late collection without prior notification, late fees will be charged, at the discretion of Sunshine Children's Centre Manager
- ◆ Families receiving the universal Free Early Education term time or extended 30 hours funding, who would like their child to attend outside of the delivery periods agreed, will be charged at the full rate and will be required to pay in advance
- ◆ If you no longer require a Nursery place a minimum of two weeks' notice is required for all cancellations and all outstanding balances must be settled before your child leaves the setting. Holiday Club, Breakfast Club and After School Club is payable on booking and non-refundable.
- ◆ All payments must be made at least one week in advance, failure to make payments on time may result in an offer being withdrawn. Flexible hours will be removed in the case of receiving Free Early Education. We value partnership working and if at any time you are experiencing financial difficulty, please come and discuss this further so we can look at payment options.
- ◆ Fees will be reviewed annually.

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FEES CHARGED FOR CHILDREN IN RECEIPT OF THE FREE EARLY EDUCATION

The universal Free Early Education funds 15 free hours per week of Free Early Education for 38 weeks of the year. Sunshine Children's Centre will access the funding on your behalf

Should your childcare exceed the 15 hours universal Free Early Education you will be required to pay for the additional childcare provided by the setting (see fees table)

If your child has additional hours, (over funded 15 hours), and you take your child out of Nursery you will be charged at full fees.

((if eligible), when granted, the Free Early Education for a child who is two years of age, (15 hours per week), this funding continues regardless of changes to circumstances until the child is eligible for the Free Early Education for three year olds, (the term after their third birthday))

If you have any queries about Free Early Education or would like any advice, please speak to the Sunshine Children's Centre.

All children aged three and four are entitled to the universal 15 Free Early Education Nursery sessions per week, however, Sunshine Children's Centre will only agree for your child to attend 15 hours if there is space available.

The extended 30 hours will work the same as above and will be charged and you will be charged any additional hours provided to the setting

HOURS

Hours will be agreed with the Sunshine Children's Centre manager and you will then be required to complete a registration pack providing details about your child. Once your child has been added to the schedule, reasonable alterations can be made by Sunshine Children's Centre Manager only if the adjustment is available. Adjustments are only possible if we have the space to accommodate your needs whilst remaining within our childcare registration ratios. If your child is ill you are asked to inform Sunshine Children's Centre at your earliest convenience, preferably on the day your child is due to attend

I/We agree:

- To abide by the terms and conditions of this agreement
- Have been given a copy of parent information pack and agree to adhere to the Sunshine Children's Centre policies contained within.
- Will ensure that payments for any childcare sessions will be paid in advance and the account will continue to be maintained; if I incur any financial difficulties I will ensure to inform the Sunshine Children's Centre who will ensure adequate measures are put in place

This contract will be reviewed on a yearly basis, any changes in hours before that time will be recorded on an amendment form attached to the last sheet of the contract

Parent/Carer

Name

Signature

Parent/Carer

Name

Signature

Sunshine Children's Centre



Safeguarding and promoting children's wellbeing

Non-collection of children Policy

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of the child's usual session/day. Sunshine Children's Centre puts into practice agreed procedures. These ensure the child is cared for safely by two experienced and qualified members of staff who are known to the child.

Aim

Staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/Carers are informed of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents/carers of children starting at the nursery and Out of School Club are asked to provide specific information which is recorded on our Registration Form, including
 - ⇒ Home address and telephone number, if parents/carers do not have a telephone number an alternative number must be given, perhaps a neighbour
 - ⇒ A family specific password / Pick Up Code
 - ⇒ Work number or mobile number
 - ⇒ Names, telephone number and the relationship they are to the child for an emergency
 - ⇒ Any information that may affect the child's well being, previously, currently or foreseeable
- On occasions when parent/carers are aware that they will not be at home or in their usual place of work, they must inform staff of how they can be contacted.
- On occasions when parents/carers or the person normally authorised to collect the child are not able to collect the child, they must inform the Sunshine Children's Centre staff of the name of the person who will be collecting their child in their place. We agree with the parents/carers that the identification of the person who is to collect the child is known to the staff member concerned together with the password.

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- Parents/carers are informed that if they are not able to collect the child in an emergency, they must inform us as soon as possible of the alternative arrangements. We provide parents/carers with our contact number. We also inform parents/carers that in the event that their children are not collected from the setting by an authorised adult, and the staff can no longer supervise the child within operating hours (08:00 to 18:00) in our premises we apply our Child Protection procedures as set out in Sunshine Children's Centre, Child Protection policy
- If a child is not collected at the end of the session/day or when requested to by a member of Sunshine Children's Centre staff we will follow the following procedures.
 - ⇒ Inform the delegated person in charge of Sunshine Children's Centre Manager
 - ⇒ Check for any information about changes to the normal collection routines
 - ⇒ If no information is available, parents/carers are contacted at home or at work
 - ⇒ If this is unsuccessful then the delegated person in charge will telephone the emergency contact numbers
 - ⇒ If no contact is made then the Sunshine Children's Centre Manager and extra members of staff will stay on the premises for thirty minutes
 - ⇒ In the event of no contact being made in the designated time of thirty minutes then the manager will ring Social Services Emergency Duty Team (**08088005000**) and advise them of the situation
 - ⇒ The two member of staff will remain in the building until suitable arrangements have been made for the collection of the child
 - ⇒ A full written report of the incident is recorded, including time of telephone calls
 - ⇒ Depending on circumstances, we reserve the right to charge parents/carers for the additional hours worked by the nursery staff

If you have any further question then please speak to the manager.