



## Constable Country Childcare

# 1. ADMISSIONS and FEES

## St. Michael's Pre School

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It is our intention to make our childcare provision genuinely accessible to children and families from all sections of the local community.

In order to accomplish this, we will:

- Ensure that the existence of the childcare provision is widely known in local communities. We will place notices advertising the childcare provision in places where all sections of the community can see them, in more than one language if appropriate.
- Places will be allocated on a first come, first served basis.
- Describe the childcare provision and its practices in terms which make it clear that it welcomes both fathers and mothers, all relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equality of opportunity policy widely known.
- Consult with families about the opening times of the childcare provision to avoid excluding anyone.
- Be flexible about attendance patterns to accommodate the needs of individual children and families.

### **Fees**

We will offer a flexible payment system to help parents budget. Bills are sent out as requested by parents on a monthly basis.

DFEE (Government) funding is available for children in the term after their 3<sup>rd</sup> birthday and for some 2 year old funding is available. Children who receive 2 year old government funding receive free snacks, and for our 3 year old children, once they become funded, parents are given the choice to opt in to our snack system or alternatively parents can supply their own healthy snack.

**If you only use your government funding you will not receive any bill unless you opt in for chargeable extras such as food, breakfast club etc.**

### **Charges for Additional Services**

Breakfast served between 7.30 am and 8.30 am - 50p

Morning/Afternoon snack - 25p

Lunch - under 2's £1.50, over 2's £2.00

Tea - under 2's £1.20, over 2's £1.50

### **Two year old government funding**

Your child is eligible if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment Support Allowance (ESA)



- Universal Credit
- Support through Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Tax credits and you earn no more than £16,190 per year before tax
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

**Or if your child:**

- Has left care through Special Guardianship, or through an Adoption, Residence or Child Arrangements Order
- Is a Looked After Child (LAC)
- Has a current statement of Special Educational Needs (SEN) or an Education, Health and Care Plan
- Receives Disability Living Allowance.

**Parents 2 Year Old Eligibility Checker-now available**

Parents are able to check if they are eligible for 2 year funding under the economic criteria using an electronic checker. If your child is eligible you will be given a reference number, which you can give to the setting.

Suffolk County Council has launched a 'Golden Ticket' campaign, informing parents of eligible 2 year olds they're entitled to 570 hours of free childcare a year. This is equal to up to 15 hours per week during term time, or fewer hours per week stretched over the whole year. Currently 2 year olds who meet the eligibility criteria are entitled to up to 15 hours of free early education from the term after their second birthday right up until they start school. This scheme is an extension of the 15 hours of early education per week during term time, offered to all 3 and 4 year olds. The non-transferable Golden Tickets will include a unique reference number which can be used with any childminder, nursery or preschool that is registered with Ofsted and rated either "good" or "outstanding". If parents want to attend a childcare provider that is rated "requires improvement" an additional eligibility check will be required (Currently all of our settings are rated Good or Outstanding).

**Three and four year old Funding**

We are pleased to offer the three/four year old funding (either 15 hours or 30 hours) in a flexible way and offer the following sessions for parents to make their selection;

Session times	Total number of hours
8 am -1 pm	5 hours
8.45 am - 11.45 am	3 hours
12.45 pm - 3.45 pm	3 hours
1 pm - 6 pm	5 hours
8.45 am - 2.45 pm	6 hours
8 am - 6 pm	10 hours

Lunch is served at 11.45 am.

**Early Arrivals**

If you require care before 8am we receive children at either 7am or 7.30am (this is an additional charge and not covered by the funding).



### **Alternative Collection time**

We also offer a collection time of 4.30 pm and any additional cost this may incur will not be covered by the funding.

**Stretched Offer** -We allow parents of children on a 47 week contract to "Stretch" their child's 15 hour or 30 hour entitlement by taking fewer free hours a week, over more than 38 weeks of the year, i.e.

- 15 hours a week term time or a total of 570 hours taken throughout the year.
- 30 hours a week term time or 1140 hours taken throughout the year.

If you wish you can split the free early education between different settings as long as the total combined number of hours claimed by the settings does not exceed the maximum (15/30 hours) your child is entitled to.

If you decide to use your child's funding with us we will let you know when your child's funding starts and will give you a Parent/Carer Authorisation Form (PAF3 or PAF4) for you to complete. We also need to see proof of your child's date of birth.

### **30 hour free childcare offer**

It is the sole responsibility of the parent/carer to provide CCC with the eligibility code (available through [childcarechoices.gov.uk](http://childcarechoices.gov.uk)) in order that CCC may claim the free 30 hours of childcare. Parents will be provided with a form to complete providing CCC with the eligibility code, their national insurance number and signed consent. This form must be handed to CCC in good time (i.e. by the end of July 2017 for September 2017 start).

**Further information can be found by looking at the** Department of Education's **Childcare Choices** which explains how children aged 2, 3 and 4 can take up a funded early education place. Alternatively, further information can be accessed by contacting the **Suffolk Family Information Service** on 0345 60 800 33.

### **Early Years Pupil Premium (EYPP)**

The early years pupil premium is additional funding for early years settings to improve the quality of education they provide for disadvantaged 3 and 4 year olds. The aim of the EYPP is to help close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers like ourselves to help raise the quality of our provisions. Eligible children will attract 53p meaning that we could receive £302.10 per annum for each eligible child who takes up their full 570 hours entitlement.

### **EYPP Eligibility Criteria 3 and 4 year olds in state funded early education attract**

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.



- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit.
- Universal Credit.

### **Notice required to terminate sessions**

Please note that we require 6 weeks notice if you wish to terminate any sessions with us. If we do not receive this 6 weeks notice we shall require you to pay any fees outstanding, this does not relate to any government funded hours.

### **Deposits**

CCC require a £50 deposit to secure a place for each child attending the setting, unless only using 15 hours government funded. The £50 deposit will be refunded when the child leaves the Charity.

CCC require a deposit of £100 from parents of children who are opting for 30 hours of free childcare, deposits are refunded within 1 month of the child's start date.

In the event that a child does not attend a reserved space the deposit will be retained by the Charity.

### **Closure Period**

CCC will have two separate 1 week shutdown/closure periods. The planned closure periods when no services will be in operation are;

- 1 week over the Christmas period
  - 1 week in August - the week which follows the late August bank holiday
- ❖ Please note that children on a 47 week contract are obliged to take these 2 weeks from their holiday entitlement. The remaining 3 weeks may be taken at any time throughout the year. Parents/carers who wish to take more than 5 weeks holiday per year may do so but please note that these will be charged at their child's normal weekly rate. Parents/carers are required to provide CCC with 4 weeks holiday notice, failure to do so will result in parents/carers being charged.

### **Non-payment of fees**

Please see separate policy: Late and Non-payers of Sessional Fees