



# Sacred Heart School

Service Before Self

## **Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## **Aims:**

To foster spiritual growth in Christian faith and values  
To value, appreciate and enjoy learning  
To work for excellence  
To further curiosity and creativity  
To aspire to high ideals

## Early Years Charging Policy

At Little Pedlars, we believe the fees we charge reflect the safe and stimulating services we provide for the children and ensure the continued high standards and sustainability of the Nursery. In doing so, we ask all parents/carers to respect our policy.

Invoices are issued at the beginning of each term. These will clearly show the free entitlement and additional childcare services. We work in partnership with parents and ensure that conditions are not imposed to parents/carers who wish to access the funded entitlement.

### **The Schedule of charges**

1. The fees are reviewed at the School's discretion
2. The Nursery will notify the parents in writing 4 weeks in advance of any price increase.
3. For 2017 the hourly rates are £5.50
4. The Nursery offers discounts for siblings.
5. Any bank charges the Nursery incurs through the non-payment of a cheque will be passed onto the parent/carer.
6. Where a child is not yet in receipt of Early Years Education Funding, a fee of the hourly rate for the session applies.
7. If a parent/carer has any issues with their account, they should contact the Office or the Bursar in the first instance.
8. Meals are not included in the funding entitlement. Lunchtime is a social occasion and part of the child's development. There is a charge of £3 for lunch.

### **Additional Charges**

1. Lunches = £3 (voluntary contribution – if unable to pay please discuss an alternate arrangement with the Bursar – Eddie Howard)
2. Extra hours at £5.50 per hour
3. Trips and outings paid via termly contribution which ranges from £10 - £30 (voluntary contribution – if unable to pay please discuss an alternate arrangement with the Bursar)
4. A registration fee of £50 (voluntary contribution – if unable to pay please discuss an alternate arrangement with the Bursar)
5. Before and After School care – up to 4.30pm is £2.75, after 4.30pm is £6, and twilight care including supper is £9.50.
6. Occasional charitable donations
7. A retainer fee may be charged for long term absences.

Parents will not be charged a top up fees but will be charged extra hours above government funded hours.

## **The Free Entitlement**

The Nursery is registered to receive Early Education Funding Entitlement for 3 and 4 year olds.

All children are entitled to the funded entitlement of 15 hours in the funding period following their third birthday up until the term before they are five. Parents may claim for up to 30 hours free entitlement and use this with us, where the national criteria is met. **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 optional hours, services, meals or consumables.**

1. Children receive funding in the funding period following their third birthday. Funding periods run from: 1st September to 31st December 1st January to 31st March 1st April to 31st August
2. Parents are free to use their funding at any registered setting. Parents are also able to share their funding with other providers offering the entitlement..
3. The Nursery operates for 37 weeks of the year and is listed with Norfolk County Council as an approved provider to offer the Early Education Funding entitlement for 3 and 4 year olds and have agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities and LA Funding Agreement. Children in receipt of the Early Education Funding are entitled to 15 hours of funded childcare per week. Children will be entitled to up to 30 hours free entitlement where the National Criteria is met. Any hours above these funded hours will be charged at £5.50 an hour as detailed
4. When a child is eligible to receive their free entitlement, the parent will need to sign a Parent/Carer Claim form with the days and hours they would like to receive the funding on and to consent to this information being shared with relevant parties.

## **Payment Due Date**

1. Invoices are issued during the holidays and payment is required before the before the first day of term. Payment may be arranged monthly with the Bursar
2. The Nursery will issue a receipt for cash payments only.
3. It is the parents or carers responsibility to contact a member of the management team if there is a problem with paying the bill and to discuss the possibility of paying by instalments.
4. In the event of non-payment of fees by the due date, the following procedure will be followed:
  - If invoices remain outstanding after the 15th of the month, a slip is given to parents detailing the outstanding amount and also the 5% interest charged due to late payment. The slip also explains that if invoices are not paid by the end of the month, their child's place may be suspended until the invoice has been cleared in full.
  - If families are struggling to pay their invoices, we are happy to discuss a payment plan which suits both parties.
5. Payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness.
6. The Nursery requires at least 4 week's notice in writing before withdrawing your child from their sessions. If notice is not given, we reserve the right to charge fees. This also applies to children in receipt of Early Education Funding.
7. When a place is accepted at the Nursery for a child, a non-refundable deposit of £50 is required to secure the place, this amount is then deducted from your first full monthly invoice.

## **Financial Support to Parents**

The nursery accepts Childcare Vouchers direct through employers if there is no financial or administrative implications to nursery. Any parent wishing to use Childcare Vouchers should contact the office first. For

parents who have to pay for any part of their childcare, help may be available via the child tax credit system. For further information, parents can contact: HRMC – [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

This policy was adopted in May 2017 and will be Reviewed March 2017 and read in conjunction with the Admissions policy & procedure, Data storage and retention policy, Emergency closure policy, Non payment of fees policy, Non-collection of Children policy and Equality, Inclusion & diversity policy.