

CHARGING AND REMISSIONS POLICY

Policy

The aim of this policy is to ensure that the Fee Schedule of the setting is fair and equitable. At Coten End Pre-school CIO we offer places to families receiving government funding and paying privately.

We accept the following funded children:

- Disadvantaged 2year old funding – accessible the term after a child's 2nd birthday – criteria based
- 3-4 year old funding – 15 hours universal funding for all children
- Working parent 30 hours funding – this can be applied for if parents /carers meet certain and can be accessed the term after a child reaches 9 months of age.

More information on funding can be found at the following pages

<http://www.warwickshire.gov.uk/childcarecosts>

[30 hours free childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

How can you use your funding?

Morning sessions – 8.30am – 11.30am

Afternoon sessions – 12.00pm – 3.00pm

Full day sessions – 8.30am – 2.30pm

What will I be charged for?

Charges for the following are levied.

Wrap around care - 8.00am – 8.30am

30-minute wrap around - 2.30pm – 3.00pm

45-minutes wrap around – 2.30pm – 3.15pm

45-minute wrap around – 3.00pm – 3.45pm

Hot meal at lunch time

All trips and extracurricular activities are chargeable – but these are optional choices to parents.

Invoices and payments

- Invoices are raised monthly, these clearly state which hours are funded and which charges you are paying for.
- A late payment charge of £26.50 is applied to payments made after the requested date.
- We accept payments via; bank transfer, cash and Tax Free credits

All privately paid fees are due if your child attends sessions booked or not.