**13 Charging Policy**

**Three and four year old funding**

All three year olds are eligible for up to 15 hours funded childcare per week in the term following their third birthday.

Some will be eligible for 30hrs per week. These additional hours are only available to eligible parents, eligibility can be checked at the link below;

<https://www.childcarechoices.gov.uk/>

In order for parents to access 30 hour funding they are required to apply online (following the link above). Once successful they will be provided with a code, this must be provided to the pre-school along with the parents national insurance number and child's birth certificate.

Eligibility needs to be reconfirmed every three months, parents will be reminded of this via email by gov.uk and ourselves.

If eligibility is not confirmed on time 15 hour funding will apply and any hours attended above this will be chargeable at the hourly rate for Our Lady of Pity Pre-School CIC.

**Two year old funding**

Some two year olds are eligible for 15 hours funded childcare per week in certain family situations. Parents can check they are eligible on the website below:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If a child is eligible for two year old original funding they must supply a letter stating this to us.

**Non-funded hours**

Invoices for non-funded hours will be sent out via Tapestry before the start of each half term. Invoices must be paid before the start of the term.

We accept BACS payments(details to be given on invoice), childcare vouchers, as well as Tax Free Childcare payments(see below).

**Tax free childcare**

Tax Free childcare can save you 20% off your invoice, for every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you’re eligible for both.

Parents can check they are eligible on the website below;

[https://www.childcarechoices.gov.uk](https://www.childcarechoices.gov.uk/)

**Charging**

Charges will still be applicable for children who are absent due to sickness or holidays. They will also be applicable for sessions when the pre-school is unable to open due to exceptional circumstances beyond our control e.g. extreme weather, infection outbreak.

If a child should leave this setting part way through the year, parents/carers must give the settling four weeks notice in writing. The parents/carers must pay any money owing within three weeks or further charges will be incurred.

If payment is not made on time a reminder will be sent. Following a second reminder the child will be unable to attend the pre-school until the payment is received and their place will be regrettably withdrawn within a week of non-payment.

Charges will be made for children who are collected late. The first five minutes will not be charged, £15 per fifteen minutes will be charged thereafter. Parents will be invoiced for this time and invoices must be paid by the end of that week. The payment of these fees will be paid to the staff member who has to stay behind to care for the child.

Snack and resource payments will be charged daily for each child, this will be sent via Tapestry.

If any issues arise regarding payment please speak to the manager where we will look to support you wherever possible in finding a payment plan which is suitable for you and the pre-school.