



Charging Policy

Ethos

At Norcot Early Years Centre we recognise the valuable contribution that a wide range of learning opportunities can make towards children's education. We aim to promote and provide such opportunities both as part of a broad and balanced curriculum for the pupils of the Centre and as additional optional opportunities.

Aims

- To ensure wraparound care and day care facilities are tailored to suit family requirements
- To ensure our charges are fair and affordable
- To provide a wide range of fun and educational learning opportunities for all children and families who attend the Centre
- To ensure that the Centre has sufficient funding to provide these opportunities

Responsibilities of Governors

- To agree this policy and review it on a regular basis
- To monitor and support the implementation of this policy
- To review the charges when necessary and approve other services for which charges may be made / voluntary contributions requested as circumstances dictate.

Responsibilities of Head of Centre

- To oversee the implementation of this policy
- To arrange for the necessary accounting and administrative procedures in accordance with Reading Borough Council's Financial Regulations
- To ensure parents are notified of any changes/increase in fees

Responsibilities of the Bursar

- To ensure that all fees are paid correctly and on time
- To pursue outstanding payments
- To monitor the Centre's budget and liaise with the Governing Body and the Head of Centre

Responsibilities of Staff

- To be familiar with charges asked for various learning opportunities
- To liaise with parents about the payment of fees (e.g. when necessary, to remind parents that a fee is needed)

Responsibilities of Parents

- To support, wherever possible, the learning opportunities that their children enjoy at the Centre. This could be achieved by:
 - Voluntarily contributing towards the Centre's fund
 - Helping out with certain learning opportunities/jobs that would otherwise need to be paid for by the Centre
 - To ensure that payment of any charges (fees etc.) due are paid at the correct time

Criteria for Success

- Children and families show enthusiasm for the learning opportunities provided by the Centre
- When asked, that parents are happy that the charges asked to fund various learning opportunities, are reasonable
- The Centre is able to provide these learning opportunities without loss

Associated Policies

- Finance
- Health & Safety
- Premises Management
- Security
- Safeguarding

Policy Agreed: May 2018

Policy to be Reviewed annually by Finance Committee: May 2019

Appendix 1 - Terms & Conditions

- The Centre will request voluntary contributions from parents towards learning opportunities organised by the school during school hours
- The school will support the funding of certain learning opportunities. Subsidies may be available for children whose parents are unwilling or unable to make voluntary contribution
- The Centre may invite voluntary contributions towards the cost of ingredients, materials and equipment for items made at centre
- The Centre may make charges for breakages and damage to property, including broken windows and removal of graffiti
- If insufficient voluntary contributions are forthcoming for learning opportunities and insufficient subsidies are available, the Centre reserves the right to cancel the learning opportunities

Nursery School - free entitlement. Within the Nursery school the provision is funded for 15 or 30 hours per week.

Waterside Day Care

There is a charge for all sessions in the day care centre. Please refer to our website www.norcoteearlyyearscentre.co.uk/waterside-day-care for details. The exceptions to this are:

- Children in receipt of 2yr old funding who are entitled to up to 15 hours per week
- Children in receipt of 3yr old funding who are entitled to up to 15 or 30 hours per week. Wraparound care cost will apply (food, nappies etc.)

Charges for Additional Services

- Additional hours in the nursery school (known as Paid For Places)
- Extended services (Breakfast, Lunch, Snack and Tea Club & Holiday Club)
- Centre sweatshirts and t-shirts

Parents may also be requested to pay the following:

- School Fund - £1 per week. This does not apply to Day Care parents
- Centre trips (amount determined for each trip)
- Reproducing documentation already issued (e.g. invoices and payment records) - £10
- Late fines - £10