

Safeguarding and Welfare Requirement: Equal Opportunities

Providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care.

Payment Policy

Policy statement

At The Ark pre-school we endeavour to keep costs to parents to a minimum to ensure that all children have the opportunity to access high quality provision in their early years. This policy outlines how families can access free, funded hours and what additional costs they may incur if their child attends The Ark.

Procedures

Funded Places

- We offer funded places for eligible 2 year olds from the term after they turn 2 and for all 3 and 4 year olds (universal entitlement) from the term after they turn 3. These children can access up to 15 hours of free care per week for 38 weeks of the year.
- Some 3 and 4 year olds are eligible for a further 15 hours of funded hours (extended entitlement) and we offer places for this too.
- For more information about this, please visit www.childcarechoices.gov.uk

Additional Costs

- If you are eligible for up to 15 hours, you can choose any 3 hour funded session and add on any chargeable sessions as desired.

8.15-9.00	£4.50
9.00-12.00	£18 for 3 - 4 year olds £21 for 2 year olds 3 hour funded session
12.00-12.45	£4.50
12.45-3.45	£18 for 3 - 4 year olds £21 for 2 year olds 3 hour funded session

- If you are eligible for up to 30 hours, you can choose any 3 hour or 6 hour funded session and add on any chargeable sessions as desired.

8.15-9.00	£4.50		8.15-9.00	£4.50
9.00-12.00	£18 for 3 and 4 year olds £21 for 2 year olds 3 hour funded session		9.00-9.45	£4.50
12.00-12.45	£4.50		9.45-3.45	6 hour funded session
12.45-3.45	£18 for 3 and 4 year olds £21 for 2 year olds 3 hour funded session			

- The pre-school is committed to support parents who may encounter financial difficulties by allowing them to pay on a weekly basis in the short term.
- Families who can't cover the cost of the additional sessions are encouraged to take their hours in a way that avoids the need for them but if the additional session is necessary and their financial situation is challenging, this cost will be covered by additional funds where possible e.g. Pupil Premium. If there are any further difficulties, please discuss these with the heads, Ruth Grove and Alison Jackson.
- Other additional charges include optional activities such as Playball and Pyjama Drama. These groups are not compulsory and children not participating in them would continue to access provision as normal in The Ark.

Invoices

- Invoices are emailed to the primary email address given on the registration form. This is sent out in advance at the beginning of each half term.
- Invoices can be paid by BACS, cheque, childcare vouchers or tax free childcare.
- If the payment is not received by the due date, a paper copy will be issued with a new due date.
- If payment is still not received, the nursery place may be discontinued.

Changes to hours and Absences

- If you decide to increase your child's hours during the term, that increase will be done immediately, where possible, but any decrease in hours will require half a term's notice.
- All chargeable sessions will be invoiced whether your child is at the pre school or not except when The Ark is closed for a Bank Holiday, school holiday or INSET day.
- If the pre school closes unexpectedly i.e. due to snow you will be offered an alternative session to compensate for the lost day to be taken as soon after the closure as possible.

Legal framework/Further Guidance

- Early Education and Childcare 2018
- <https://www.gov.uk/government/publications/early-education-and-childcare--2>

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____