

2023-24 Scale of charges

The charges below are current for the academic year 2023 – 2024.

Deposits

Deposit	3&4 Year olds		2 Year olds	
	Using free entitlement only	Using paid additional hours	2YO free eligibility	2YO paid place
	0	180	0	180

Deposits will be used towards Autumn term charges.

For places not taken, deposits will only be returned if we receive written confirmation that you do not want the place by 21 July 2023.

Chargeable items

Chargeable item	Cost
Additional paid hours	£12 per hour
School dinners	£3.00 per day
Late pick up fees	£6 for the first 10 minutes and then £9 for every 10 minutes thereafter.
Late payment fees (30 days after charges are incurred)	£25 plus interest

Paid places

‘Paid places’ are those where a family are paying for any hours over and above the free hours provided by the government. For example:

- Paid two-year old places
- ‘Rising three’ places – for those children who turn 3 in the Autumn term and are therefore only eligible for government funding from January 2023. These families have the choice to start in September and pay for the Autumn term.
- Families paying for additional hours over and above the government’s free hours.

Important information to note:

- At Chelwood, we offer the Governments 30 free hours as **9:00am – 3:30pm Monday to Thursday and 9:00am – 1:00pm on a Friday**. Parents are then able to extend their child’s place with ‘paid hours’ to include 1:00pm – 3:30pm on Friday if they choose to. This should be indicated at the time of application but can be changed at a later date.

- Paid places are contracted and charged for 39 weeks of the year (term time only) and therefore, fees **will** be charged for:
 - Inset days
 - Absence due to sickness
 - Absence due to holidays (within term time)
 - School closures due to exceptional circumstances ie bad weather
- When a child first starts and is settling in, they will gradually build up to doing their full hours. This is called their 'transition'. Transitions are different for each child. If your child is given a full-time, they will start in a part-time place first (either AM or PM) then add lunches and then the remainder of the day.
- If your child has a 'paid place', we track your child's payment according to the tables below as a minimum fee.

Part-time paid places

	Day 1	Day 2	Day 3	Day 4	Day 5
Week 1	Free	1 hour	1.5 hour	2 hours	2 hours
Week 2	2 hours	2.5 hours	2.5 hours	3 hours	3 hours
Week 3 onwards	3 hours	3 hours	3 hours	3 hours	3 hours

Full time paid places

(Extra 15 hours over and above the governments free 15 hours *)

	Day 1	Day 2	Day 3	Day 4	Day 5
Week 1 of lunches	1 hour	1 hour	2 hours	3 hours	all additional hours
Week 2 of lunches	all additional hours	all additional hours	all additional hours	all additional hours	all additional hours

* Until your child starts lunches, their place will be covered by the governments 15 hours free funding for 3&4 year olds.

Full time paid places

(Extra 2.5 hours over and above the governments free 30 hours)

For full time places, the additional 2.5 hours (£30) on a Friday is charged once the child has become full time.
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Contracts

- Families using paid places will be asked to sign a contract detailing their payment terms. This scale of charges will form part of that contract.

How do we pay?

Payments for fees can be made in the following ways:

- By debit card on our online School Money system
- Using childcare vouchers
- By bank transfer to our bank account

We are no longer able to accept cash for fees payment

Please note, we are not allowed to use childcare vouchers for the payment of lunches. Lunches will need to be paid using a bank transfer or on School Money.

When are we expected to pay?

- Dinner monies should be paid a week in advance
- Paid additional hours are due at the beginning of each half term for the term ahead. Your payment dates will be set out in your contract.

How does the school claim our free hours?

For those using any form of free funding from the government, you will be asked to complete a Parental Declaration each term. This form gives us permission to claim your free hours from the government, so it is vital you complete the form. A copy of this form is attached to the end of this documents.

Below is an example of possible costs incurred:

Potential costs (based on a full term)	Autumn term (14 weeks)	Spring term (12 weeks)	Summer term (12 weeks)
Dinners (£3.00 per day)	£210	£180	£180
Additional 2.5 hours per week (£30 per week)	£420	£360	£360
15 hours per week (£180 per week)	£2520	£2160	£2160



Parent declaration for the free entitlements

Provider Name:			
Child's Legal Family Name:		Child's Legal Forename (s):	
Name by which the child is known <i>(if different from above)</i>			
Date of Birth:		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Address:			Post Code:
Documentary proof of DoB – <i>(please attach a copy to this form)</i>	Birth Certificate	<input type="checkbox"/>	Date document recorded <i>(dd/mm/yyyy):</i>
	Passport	<input type="checkbox"/>	Document recorded by <i>(name of staff member):</i>
	Other	<input type="checkbox"/>	
Ethnicity		Home Language	

Additional details for children claiming 30 hours free childcare

Parent/Carer Legal family name:		Parent/Carer Legal forename:	
Parent/Carer Date of Birth:			
Parent/Carer National insurance Number:			
30 Hours eligibility code: <i>11 digits</i>			

Childs hours	F	C
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total funded hours (F)		
Total contracted (paid for) hours (C)		
Funded hours delivered over:		
38 weeks <input type="checkbox"/> Stretched <input type="checkbox"/>		

Setting and attendance details

- Parent/carers need to agree and complete this Declaration Form with each setting your child attends for their early education entitlement of 15 universal hours or 30 hours (extended) per week in order to ensure that funding is paid accurately. Please indicate which set of hours is being taken at which setting.
- For funded hours a child can attend a maximum of two sites in a single day if a child attends more than one setting the funding will be split between settings.
- I understand that ALL Early Learning Entitlement must be free at the point of delivery and that I cannot be charged for this in advance
- I have received detailed information from the provider named above, I have been advised of any additional services available for my child and understand I will have to pay for these services.
- I understand that if my child leaves the setting without completing the stated notice period. The London Borough of Lewisham will NOT be liable for any charges incurred.

I confirm that my child will			Funding Type
ACCESS: <i>(please insert number of hours and days)</i>			
Free hours per week over	Days with this provider	Universal <input type="checkbox"/>	Extended <input type="checkbox"/>
Other Provider			
Free hours per week over	Days with other provider	Universal <input type="checkbox"/>	Extended <input type="checkbox"/>
Name and address of other provider:			

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signed		Signed	
Print name		Print name	
Date		Date	