

## 2024-25 Scale of charges

The charges below are current for the academic year 2024 – 2025.

### Deposits

Deposit	3&4 Year olds		2 Year olds	
	Using free entitlement only	Using paid additional hours	2YO free eligibility	2YO paid place
	0	210	0	210

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 2024.

### Chargeable items

Chargeable item	Cost
Additional paid hours	£14 per hour
School dinners	£3.00 per day
Late pick up fees	£10 for the first 10 minutes and then £10 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 (£35) 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 (£35 per week)	£490	£420	£420
15 hours per week (£210 per week)	£2940	£2520	£2520



## Lewisham Early Entitlements Parent declaration

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

Please tick the box that applies:

<b>9 months-23 months working entitlement (15 hours)</b>	<b>2-year-old working entitlement (15 hours)</b>	<b>2-year-old disadvantage entitlement (15 hours)</b>	<b>3 - &amp; 4-year-old universal 15 hours</b>	<b>3- &amp; 4-year-old working parent entitlement (30hours)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional details for children claiming 15- or 30-hours Early Entitlement for working parents (This must be the parents details that applied via the HMRC)**

<b>Parent/Carer Legal family name:</b>		<b>Parent/Carer Legal forename:</b>	
<b>Parent/Carer Date of Birth:</b>			
<b>Parent/Carer National Insurance Number:</b>			
<b>Eligibility code: (11 digits)</b>			

	Autumn		Spring		Summer	
<b>No of hours:</b>						
<b>No of weeks:</b>						
<b>Total funded hours (F)</b>						
<b>Total contracted (paid for) hours (C)</b>						
<b>Funded hours delivered over:</b>						
38 weeks <input type="checkbox"/> Stretched <input type="checkbox"/>						

You need to agree and complete this parent declaration with each childcare provider your child attends for their Early Entitlement per week, to ensure each childcare provider is paid correctly.

If your child attends more than one setting the funding will be split as indicated below.

Please note that children are entitled to Early Entitlement the term after they turn the appropriate age.

<b>I confirm that my child will access funded hours : (please insert number of hours and days)</b>				<b>Funding Type:</b>
	Free hours per week over		Days with this provider	
<b>Other Provider</b>				
	Free hours per week over		Days with other provider detailed below	
<b>Name and address of other provider:</b>				

### Early Years Pupil Premium

We would like to collect information about you and your child. This will help us to provide the best education and support for your child by making sure that **if** your child is eligible for the Early Years Pupil Premium (EYPP) that we receive this funding. Please note that completion of this section for EYPP is **voluntary** and non-completion will not affect your child's place at this childcare provision.

The information you provide in this form will be used by the Council to confirm receipt of one of the listed eligibility criteria. The Council will do this by checking the information you have provided against the work benefit data provided by HMRC and DWP. We would like your consent to request the Council to make this check.

The Council will then confirm whether your child is eligible for the EYPP (*but will not notify us of any benefits you are receiving*). You are free to withdraw your consent so that your details are not used in future. Whether you provide your details or not **will not affect** any of the welfare benefits you may be entitled to. The data you provide may also be used to ensure accuracy of records across the local authority and to prevent fraud.

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to enable my childcare provider to claim the early year's pupil premium for my child.

	Parent/Carer 1	Parent/Carer 2
<b>Title:</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Relationship to Child:</b>		
<b>DOB:</b>		
<b>National Insurance number/ N A S S:</b>		

Declaration: (Please tick each box to show you understand the following conditions)	
I understand that ALL early entitlement must be free at the point of delivery and that I cannot be charged for this in advance	<input type="checkbox"/>
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.	<input type="checkbox"/>
I understand that I may be asked to pay a deposit to secure my child's funded place, but this must be returned within a reasonable amount of time	<input type="checkbox"/>
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.	<input type="checkbox"/>
I understand that if my child is eligible for the expanded/extended entitlement that it is my responsibility to recheck the eligibility every 3 months	<input type="checkbox"/>
I understand that if I am unable to demonstrate that I applied for an eligibility code / reconfirmed by a specific date, I will not be able to claim for the extended/expanded entitlement until the following term and will need to pay for my child's hours.	<input type="checkbox"/>

	Autumn	Spring	Summer
<b>Print name:</b>			
<b>Signed:</b>			
<b>Date:</b>			
<b>Childcare provider:</b>			