

## **Gawthorpe Community Academy Early Years Charging Policy**

**This policy relates to charges for sessions provided at Gawthorpe Community Academy Nursery which do not fall within the universal 15 funded hours or the extended/additional 15 funded hours childcare. If you do not receive the extended 15 hours childcare but think you may be eligible then please speak to a member of staff.**

### **Hours of Operation**

The Academy will allow parents to purchase sessions during the following hours;

#### **45 Minute Sessions**

8:45am – 9:30am

2:45pm – 3:30pm

#### **3 Hours and 45 Minute Sessions**

9:30am – 12:30pm

11:45am – 2:45pm

### **Charges**

The 45 minute session will cost £3.00.

The 3 hours and 45 minute session will cost £13.00.

Parents will be given a log in for the online payment system Tucasi. This system will show them the balance outstanding for the current half term. The Academy would prefer payment to be made for the full half term in advance however if this is not possible then payments must be at least 2 weeks in advance of the sessions taking place. Childcare Vouchers or Tax Free Childcare can be used to pay for these sessions as well.

Charges will still be applicable should your child be absent for whatever reason, unless they are self-isolating due to Covid19.

Ad hoc sessions may be booked, depending on availability, and will be payable at the time of booking.

### **Availability**

A parent will only be allowed to purchase hours once the universal entitlement of 15 hours has been allocated and any extended entitlement hours have been allocated.

Sessions will be allocated based on the Early Years Admissions Policy. No guarantee can be made that a parent will receive the days or session times they request.

### **Notice Period**

A full half terms notice must be given if you no longer wish your child to attend these sessions.


**Other**

A packed lunch will need to be provided from home.

Any visits or trips that incur a cost will be charged separately and parents will be notified in advance.

**Monitoring and Effectiveness of the Policy**

The effectiveness of this policy will be reviewed when the need arises, and the necessary recommendations for improvement will be made to the Governing Body.

<b>Headteacher:</b>	
<b>Chair of Governors:</b>	