

Charging Policy

For children in Explorers and Discoverers

Updated: Monday, 23 January 2017



We request that new starters spend their first session at the Centre with their parent/carers present so that they feel happy and relaxed when they officially start.

All children must be collected by the parent/carer or nominated person by **5:55pm** the Centre closes at **6pm**. The person nominated to collect your child/children must be at least 16 years of age.

Terms & Conditions

1. Places are offered on a first come, first serve basis.
2. Bookings are made on a per half-term basis.
3. Changes to bookings can only take effect at the beginning of the next half-term.
4. Two weeks' notice are required if you want to cancel the place booked.
5. Full fees are payable if your child/ children is absent, e.g. illness or holiday during term time. All fees are payable on receipt of invoice.
6. Delay in payment of fees could result in your childcare being withdrawn or the City of London Debt Collection Department involved.

Charging Rates

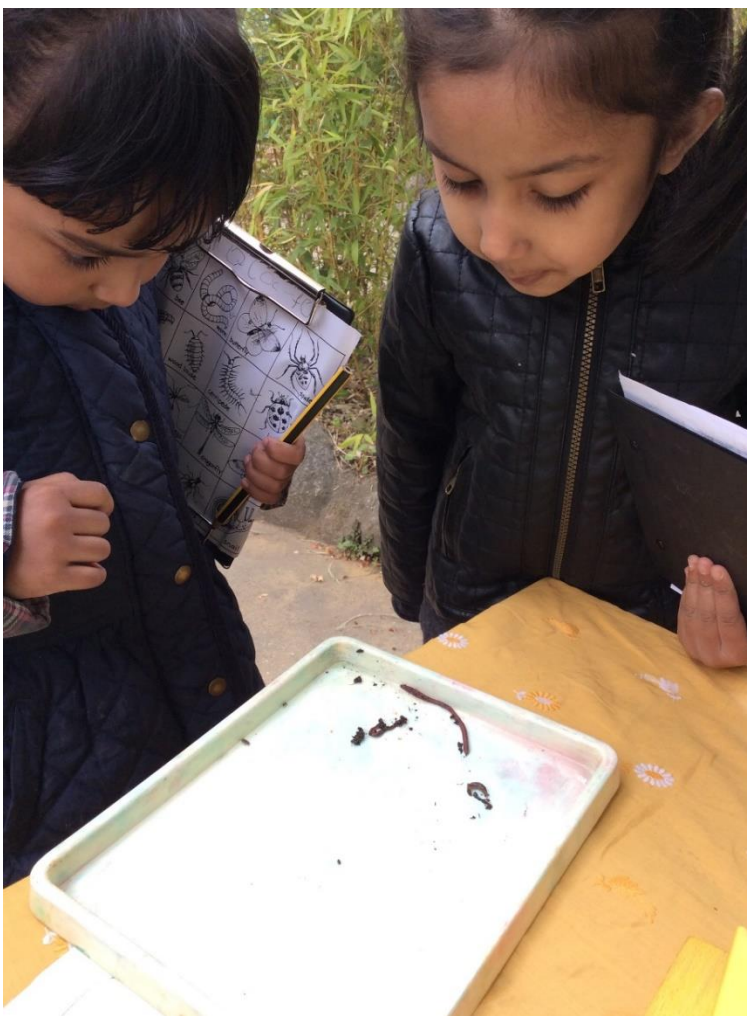
Banding

All parents offered a place at the children centre will be asked to undertake an income assessment in order to determine the level of charges payable in accordance with the City's charging policy.

From 1st September 2013 there will be five levels of charges, four for **City parents** and **one higher band for non-City residents**.

The 4 bands are:

Band 1A Family Income	Up to £16,190
Band 1B Family Income	£16,191 - £30,999
Band 2 Family income	£31,000 to £54,999
Band 3 Family income	£55,000 and over



Income Band	Band	Hours Per Day	Hourly rate	Daily rate	Weekly Rate
Up to £16,190	1A	7.45am-6pm	10hrs @ £3.20	£32.00	£160.00
		9am-6pm	9hrs @ £3.20	£29.00	£145.00
		7.45am-3:30pm	7.5 @ £3.20	£24.00	£120.00
		9am-3:30pm	6.5 @ £3.20	£21.00	£105.00
£16,191 - £30,999	1B	7.45am-6pm	10hrs @ £3.30	£33.00	£165.00
		9am-6pm	9hrs @ £3.30	£30.00	£150.00
		7.45am-3:30pm	7.5 @ £3.30	£25.00	£125.00
		9am-3:30pm	6.5 @ £3.30	£21.50	£108.00
£31,000 - £54,999	2	7.45am-6pm	10hrs @ £4.25	£42.50	£212.00
		9am-6pm	9hrs @ £4.25	£38.25	£191.25
		7.45am-3:30pm	7.5hrs @ £4.25	£32.00	£160.00
		9am-3:30pm	6.5hrs @ £4.25	£27.60	£138.00
£55,000 and over	3	7.45am-6pm	10hrs @ £5.02	£50.20	£251.00
		9am-6pm	9hrs @ £5.02	£45.20	£226.00
		7.45am-3:30pm	7.5hrs @ £5.02	£37.80	£189.00
		9am-3:30pm	6.5hrs @ £5.02	£33.65	£164.00
Non City residents		7.45am-6pm	10hrs @ £5.45	£54.50	£272.50
		9am-6pm	9hrs @ £5.45	£49.05	£245.25
		7.45am-3:30pm	7.5hrs @ £5.45	£41.00	£205.00
		9am-3:30pm	6.5hrs @ £5.45	£35.50	£178.00

Reduced charges – for City Residents Only

Reduced charges

There will be a reduced charge of 25% for all children with disabilities for all childcare places throughout the year. (so parents/carers will pay 75% of the standard charge).

There will be reduced charges for all parents paying for more than one child at the Centre for individual siblings, as follows:

25% reduction for the second child only.

35% reduction for the third child only.

45% reduction for the fourth child and each child thereafter.

Where parents do not wish to undergo the income assessment they will be charged at the highest rate.

Parents who do not wish to undergo the income assessment, will be charged at the highest rate.

City Residents

If you are a Non-City resident you will be charged the Non-City resident rate (please see the blue box above).

Terms & Conditions

1. Places are offered on a first come, first serve basis.
2. Bookings are made on a per half-term basis.
3. Changes to bookings can only take affect at the beginning of the next half-term.
4. Two weeks' notice are required if you want to cancel the place booked.
5. Full fees are payable if your child/ children is absent, e.g. illness or holiday during term time.
6. All fees are payable on receipt of invoice.
7. Delay in payment of fees could result in your childcare being withdrawn or the City of London Debt Collection Department involved.

Holiday Provision

If you require child care during the school holidays, we can provide this (**terms and conditions apply**). A booking form and activity plan will be sent out prior to the holidays. Advanced booking and payment is essential. The main office will be happy to assist you. Holiday Provision hours are 7.45am-5.55pm