



Towngate Primary Academy **Early Years & Out of School Care Charging Procedure**

This procedure relates to charges for sessions provided at Towngate Primary Academy Breakfast and After School Club and sessions provided at Towngate Primary Academy Nursery, which do not fall within the universal 15 funded hours or the extended/additional 15 funded hours childcare.

Hours of Operation and Charges

Breakfast Club

7:30am – 8:45am - £3.50

After School Club

3:15pm – 4:30pm - £5.00

3:15pm – 6:00pm - £10.00

Nursery Additional 45 Minute Session (to run alongside the 30 hours free childcare scheme)

2:45pm – 3:30pm - £3.00

Nursery 3 Hours and 45 Minute Sessions (full half day session for children not eligible for the 30 hours free childcare scheme)

8:45am – 12:30pm - £13.00

11:45am – 3:30pm - £13.00

Payment

Parents will be given a log in for the online payment system Scopay/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.

If your account is in debt by more than 2 weeks then your child will not be able to attend until this debt is cleared. Childcare Vouchers or Tax Free Childcare can be used to pay for these sessions as well.

We ask that you give at least 24 hours notice when cancelling breakfast and afterschool club sessions, so that these sessions can be offered to other children.

Charges will still be applicable should your child be absent without cancellation, unless they are absent from school due to illness or self-isolating due to Covid19.

Sessions must be booked in advance to allow for staffing ratios and, in the case of breakfast and after school club, to allow for meals to be planned. **Please do not turn up ad hoc as you may be turned away.**

Availability for Nursery Sessions

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.

Nursery Sessions Notice Period

2 weeks notice must be given if you no longer wish your child to attend these Nursery sessions.

Other

A packed lunch will need to be provided from home for the Nursery all day sessions.

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