**Cambo Wraparound**
Cambo First School
Cambo
Morpeth
Northumberland
NE61 4BE
Tel No. 07887 409641

# Fees Policy

Policy Statement:

Cambo Wraparound is a committee managed, not-for-profit organisation. Our aim is to provide high quality childcare which is affordable for all families.

Our provision offers early years education open to all 2-year-olds to 5-year-old children. This is delivered from our purpose-built conservatory within the grounds of Cambo First school.

Cambo Wraparound offers Afterschool childcare for pupils of Cambo First school and a Stay and Play session for parents and babies/toddlers. Cambo First School offers Breakfast Club to Cambo School children and Preschool children.

**PRESCHOOL**

Early Years Education can be delivered flexibly, in line with parental demand and setting capacity. Funded children can use a maximum of three providers at any one time (including before and after school clubs) but may only use their funded entitlement at two sites on any single day.

2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support.
- Income-based Jobseeker's Allowance (JSA).
- Income-related Employment and Support Allowance (ESA).
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments.
- The guaranteed element of Pension Credit.
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax.
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

2-year-olds can also get free childcare if they:

- Are looked after by a local authority.
- Have an education, health and care (EHC) plan.
- Get Disability Living Allowance.
- Have left care under an adoption order, special guardianship order or a child arrangements order.

You may have to pay for extra costs like meals, nappies or trips.

If you meet any of the criteria listed, please visit www.childcarechoices.gov.uk

Further information can be obtained from your Health Visitor, local Children's Centre or Northumberland Families Information Service on 0800 023 4440 or by email fis@northumberland.gov.uk

Funded places are also available for children from the beginning of the term after their 3rd birthday until they begin school. The current universal free entitlement is 570 hours a year over a minimum of 38 weeks to be delivered flexibly. This is commonly referred to as the 'free 15 hours. These hours can be topped up with extra sessions for which fees are payable by parents/carers.

Alternatively, some 3- and 4-year-olds will be entitled to claim up to 1140 hours over a minimum of 38 weeks per year. This entitlement is commonly referred to as '30 free hours' and is for eligible working families. In order to receive this extended entitlement, you must apply AND meet the necessary criteria:

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- In work - or on sick leave or annual leave, on shared parental, maternity or adoption leave.
- Each are earning at least the National Minimum Wage or Living Wage for 16 hours a week. (This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago).

You're not eligible if:

- Your child doesn't usually live with you.
- You're from outside the EEA and your UK residence card says you cannot access public funds.
- Either you or your partner has a taxable income over £100,000.

If you foster your child, you cannot apply online. Ask your social worker and your local council if 30 hours free childcare is suitable.

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free Childcare.

If you cannot work - you may still be eligible if your partner is working and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

Parents eligible for the extended entitlement need to apply online before the end of the term prior to when they wish to access this entitlement. They will be issued with a code which will require verification as soon as possible by the setting.

If during any period of attendance, a child no longer remains eligible for the 30 hours funding they will be put into a grace period. This usually lasts until the end of the term. Once the child reaches the end of this grace period parents will be charged for any sessions currently booked, over the 15 hours a week, unless we received written cancellation of the additional hours.

All parents will be asked to sign a contract at the beginning of each term stating how many hours they have agreed that their child will attend and the payment that will need to be made in relation to that. This is also a time to discuss with a key person how many hours your child may need or benefit from.

Any changes to the agreed contract can only be made when the new contract is drawn up for the next term although we do try to be flexible and accommodate permanent or occasional changes to days where session capacity/staffing levels allow.

We are required by the authority to report any instances of non-attendance for sessions which they are funding; therefore, it is a requirement that you keep us fully informed during any absences due to ill health. For the same reason you will need to advise us of any planned absences, no matter how short.

2-year-old children can start at any point after they turn 2, however we reserve the right to restrict the sessions available to these 2-year-olds, not yet in receipt of funding, should it be deemed necessary by the manager. You should always discuss with your key person to determine which sessions would be most appropriate for your child whatever their age.

Session costs are decided at committee meetings which are open to all members to attend and vote on. A full list of session costs can be found at the end of this document.

Any contracted additional chargeable hours/items will be invoiced to the parent or carer at the end of the month in which they were scheduled to be used.

Ad hoc sessions may be available on request subject to the appropriate staffing ratios being achievable. Please note that we cannot guarantee availability, always telephone/text or email us to see if there is space available.

Parents should be aware that funding is only available at the beginning of each term for 3-year- olds. For example, if funding is claimed for 10 hours per week for a child entitled to free funding and parents wish to increase these hours in the middle of a term to 15 hours, funding for the additional hours would only be available from the start of the next term and, in the meantime, these additional 5 hours will be charged at our standard charge per hour. However, children receiving 2-year-old funding can start or add additional hours at any point throughout the term.

Six weeks written notice must be given in the case of a child that is to leave our preschool. Fees will be payable for any contracted hours during the remainder of this time if your child leaves early.

In exceptional circumstances, we may agree to reduce the notice period for children leaving preschool or reducing their hours. Please speak to a manager.

We may agree to a more flexible contract for children starting at the preschool for the first time to allow parents to assess whether their children are ready for a preschool environment. Please speak to a manager if you wish to explore this possibility.

Session fees are still due for payment in the case of holidays; we also ask that notice is given to staff if a child is to take holiday during session time.

Session fees are still due in the case of sickness. We ask parents to ring/email/text to notify preschool by 09:15 on the first day of sickness.

If preschool is unable to open (for example, due to adverse weather conditions) then fees are not payable.

Preschool children may also attend breakfast club and, from the age of 2½, they may also attend afterschool (if you require your child to access afterschool before they are 2½ please speak to a manager). Funding can be used for these sessions, any additional hours booked over and beyond your funded sessions will be payable in accordance with this fee policy.

**WRAPAROUND CARE**

- Breakfast Club: 08:00-08:55
- Afterschool Club: Monday to Thursday 15:00/15:15–18:00 & Friday 15:00/15:15-17:30
- Stay & Play: every Tuesday 09:00-10:30

Fees are payable for every session, or part thereof, that a child attends.

There is no registration fee, although we do require registration details to be completed before a child attends their first breakfast club or afterschool session. All sessions should be booked as far in advance as possible. Last minute places may be available, however we cannot guarantee this, and you must check whether a place is available for your child by telephoning/texting or emailing Wraparound as soon as you become aware of your need. Staff should normally be on site to take your call from 08:15 – 18:00, however during busy times it may be necessary for you to leave a message. We will return your call as soon as a member of staff becomes available. You should not presume that a place will be available unless we have confirmed this.

You do not need to book your child in to breakfast club, you can turn up on the day, anytime from 08:00. Breakfast is served between 08:15 and 08:30. Free Breakfast Club for School aged children is available from 08:15.

Parents of 2½ and 4-year-olds who are entitled to funded hours can use their extended entitlement in the Afterschool clubs.

Fees are payable for afterschool care (any care between 15:00/15:15 and 17:30/18:00) booked but not cancelled. This applies whatever the reason for non-attendance, including sickness, school trips, school events etc. To cancel a booked session, please telephone/text/email Wraparound. If nobody is available, a message may be left, this includes at weekends.

You do not need to book for Stay & Play - you can turn up on the day. The ethos is to come along and have fun playing with your baby or toddler and meet new friends in a relaxed and friendly environment.

From time-to-time Cambo Wraparound may decide to offer holiday clubs or additional sessions. By reserving a place in these sessions, you are agreeing to pay the advertised fee and understand that different cancellation terms may apply. These will always be clearly stated in the advertisement.

Please note that Cambo Wraparound is an independent charitable limited company and not part of or controlled by Cambo First School or Northumberland County Council.

**PAYMENT**

A detailed invoice of due fees will be emailed every month and the balance to pay will be stated clearly with the words: “TOTAL INVOICE or TOTAL AMOUNT OWING”. We ask for prompt payment.

Payments are to be made via BACS using the details given on your invoice. Please provide your child's name as the payment reference.

Fees may be paid via Childcare Vouchers under the salary deduction schemes Please check we are enrolled in your voucher scheme, if we are not, we will enrol.

Cambo Preschool is registered to receive payments from the governments 'Tax Free Childcare' accounts. You can apply for one of these accounts at the same time as you apply for extended entitlement. The qualifying criteria are similar. Accounts are available to all qualifying families with children under the age of 12.

You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account. Visit www.gov.uk/tax-free-childcare to find out more information.

All payments for our Wraparound services should be made directly to Cambo Wraparound/ Preschool, no payments should be made via Cambo First School.

When a funded child attends more than one setting the parent indicates how they wish the funding to be split between the settings.

Funding for 'free hours' is claimed on your behalf by Cambo Preschool (approved provider). We can only do this once we have all of the information required, including proof of your child's date of birth. Failure to pass on information within the deadlines set by Cambo Preschool could result in the loss of funding during the following term. In this case you will be required to pay all of the session fees arising.

All invoices are payable within 14 days. If we have not received your payment by the end of the month in which they are received, reminders will be sent out, and an additional charge of £5 per month may be added if payment is not made within 28 days.

If any fees remain outstanding at the end of the second calendar month, then children will only be able to attend funded sessions and no chargeable sessions will be provided. This may be waived in exceptional circumstances and if you have a payment arrangement in place. A payment plan can be set up by contacting the managers.

All fees require payment before your child leaves the setting.

If an outstanding bill remains unpaid after two late payment notifications have been issued the matter may be taken to the small claims court.

CAMBO
Wraparound

## SCHEDULE OF CURRENT CHARGES (JANUARY 2026)

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|---|---|
| **Breakfast Club** | 08:00-8:45 - £4.25 for preschool children per session.<br>08:00-08:15 - £1.50 for school aged children.<br>08:15-08:45 - Free session for school aged children.<br><br>Included: A healthy breakfast. |
| **Preschool** | £15.50 per 3-hour session (or part thereof). Full day £31. For fee paying children.<br><br>15 or 30 hours per week – free sessions for those children eligible.<br><br>Preschool will provide your child with a healthy snack for both the morning and afternoon break. There will be a small cost of £1 per day, (50p per morning and 50p per afternoon), towards this service. This payment can be made online weekly, monthly or termly. You can, if you would prefer, provide your child with a healthy snack.<br><br>Children who attend preschool between 11:45 and 12:45 eat lunch in the hall of Cambo First School with school children. These children are provided with a hot meal at a cost of £2.20, which is payable to Cambo First School. |
| **Afterschool** | £5.45 per hour, per child. (Fees are calculated up to the nearest 15 minutes on collection). Includes a small healthy snack.<br><br>We also offer a light tea each day in afterschool for £2.50. |
| **Stay & Play** | **Up to and including:**<br>Under 2's - £1.50<br>Over 2's - £2.50<br><br>Includes refreshments. |

Pupils must reach 2½years of age before they are able to attend afterschool club.

Signed on behalf of the management committee: Linda Thompson
Role of signatory: Director (Chair)