



Contact Us:

Please direct all enquiries to your local Nursery or Childcare Provider
<https://www.highland.gov.uk/directory/44/schools/category/379>

August 2017

Flexible Early Learning and Childcare places

Funded places

Children eligible for a funded Early Learning and Childcare place must be born within the eligible birth dates for the school session starting in August 2017.

August 2017

Eligible 4 year olds: 1 March 2013 - 28 February 2014
Eligible 3 year olds: 1 March 2014 - 31 August 2014

January 2018

Eligible 3 year olds: 1 September 2014 - 31 December 2014

April 2018

1 January 2015 - 28 February 2015

If your child is eligible for a funded place this means they are entitled to 600 hours of Early Learning and Childcare per school year, parents can choose to use the hours flexibly as long as no more than 16 hours per week or 8 hours in a day, although additional hours can be purchased if they are available in your setting. All children are able to split their entitlement over 2 centres but these need to be done so in whole hours (an hour cannot be split across 2 centres). Children attending centre's that do not offer additional hours can take up this option at other centres if space is available. A minimum of 2 hours must be used each week.

Non-Funded places

In local authority nurseries children born between 1st September 2014 and 28th February 2015 may attend from their 3rd birthday at a charge of £4.00 per hour.

Core Attendance Pattern (Nursery)

The core pattern is the child's guaranteed core hours for that session. These hours cannot be changed after 30 June 2017.

Where the pattern of attendance falls on an INSET day, a bank holiday or a child is absent whether through illness or leisure, funded hours **cannot** be transferred to a different day and non-funded hours will still be billed. When a child is absent lunch will not be charged.

School lunches

School lunches are available at a cost of £2.30 per day. The menus offer a choice of freshly cooked, nutritionally balanced meals. Menus are available online www.highland.gov.uk or in paper version from your primary school. Free school meals are available if you are receiving any one of the following: Income support, Universal credit, Income based job seekers allowance, Child tax credits, but not in receipt of Working tax credit and your income is less than £16,105, child tax credit and working tax credit and an income below £6,420. If you are entitled to free school lunches please contact your school for a free school meal application form.



Childcare Services Fees

- **Breakfast Service £4.00**
- **Hourly rate £4.00**
- **Lunch £2.30**
- **Out of School Care £10.60 per session**
1/2 day rate £16.80 Full day rate £33.00 (If applicable)
- **Late Collection Charge £4.00 per child per hour**

Service closure

Where there is a service closure owing to an unforeseen circumstance such as a power failure or adverse weather etc. there will be no charge for the childcare missed that day.



Payments

There are two options available for payment of childcare fees. You will receive an email statement for chargeable hours and lunches monthly. They are as follows:

1. **Direct debit:** Sign up for direct debit and you will receive an email statement at the end of the month of how much your fees are. We recommend you work out how much your fees will be for the session and divide that amount by 10 to determine an appropriate monthly direct debit amount (September to June).
 - A direct debit form is required for irregular childcare bookings too.
 - A direct debit form is available from the school office or childcare centre. On completion direct debit forms should be handed into the school office for processing before a booking can be confirmed.
2. **Childcare Vouchers:** If you are in receipt of childcare vouchers from your employer then these can be used in full or part payment of the monthly invoice. Please liaise directly with your voucher provider to determine limits and refund procedures in the event of overpayment. Please provide the school with relevant details of your scheme in advance of the childcare booking to ensure that they are set up to accept them.

Follow this link to check what [help you could get with Childcare costs](https://www.childcarechoices.gov.uk/). For Tax-Free Childcare see <https://www.childcarechoices.gov.uk/>. Please provide the school with [College Funded Childcare](#) details where applicable.



**Completing the Childcare Booking Form
(for Non Funded Early Learning and Childcare, Breakfast and Out of School Care)**

Please complete all sections of the booking form

- Child's name and class
- Parent's name and signature
- Date the form is submitted to the school office

If possible please only complete one booking form each month. If you wish to add extra bookings during the month please complete a 'booking amendment form'.

If you have a regular pattern of non-funded childcare you are likely to require throughout the year you can choose to submit one booking form for the entire school year. You should tick the box to indicate the booking is permanent and state the date you want the booking to start.

If you have booked for the entire year and wish to make occasional changes for additional hours you should complete a booking amendment form, giving at least 48 hours' notice.

You will not receive confirmation of your booking but you will be contacted if it is not possible to meet your childcare requirements.

In emergencies bookings may be accepted less than 48 hours in advance where possible (but it may not be possible to accommodate booking requests at short notice). Cancellations must be made at least **48 hours in advance** otherwise the full fee will be charged.

Telephone cancellations will be noted (but the booking will still be charged) until a written confirmation (booking amendment form or email) of the cancellation is received.

For example a cancellation for a Monday booking can be cancelled at any point during the Friday prior and a cancellation for a Tuesday booking can be accepted from the Sunday prior (and would typically be received via email or voicemail). A voicemail cancellation would then need to be supported by an email or written cancellation the next working day.



