



Greenfields Nursery School and Children's Centre Havelock Children's Centre

Head of Centre: Ellie Larkin

Charging, Remissions and Lettings Policy

Date Approved: October 2017

Approved by: The Finance, Personnel and Premises Committee

Rationale

The staff and governors of Greenfields Children's Centre believe that all of our children should have an equal opportunity to benefit from Centre activities and visits (curriculum and extra-curricular) independent of their parents' financial means.

This policy sets out how we ensure that a good range of visits and activities are offered whilst at the same time minimizing the financial barriers which may prevent some children from taking full advantage of the opportunities.

This policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

1. Voluntary contributions

Separately from the matter of charging, the Centre may always seek voluntary contributions in order to offer a wide variety of experiences to children. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Parents are asked for a voluntary contribution at the beginning of each academic year to contribute towards additional activities for the children, such as, Christmas gifts, entertainment, cooking activities and to supplement school trips.

2. Charges will not be made for:

- Fifteen hours a week of nursery education for three and four year olds.
- Fifteen hours a week of nursery education for eligible two year olds.
- Nursery education for children eligible for Children In Need Funding
- Additional fifteen hours of nursery education for working families who are eligible for thirty hour funding.

Nb. this includes the supply of any materials, books, instruments or other equipment.

3. Activities for which charges may be made

- Education and care for children who attend the Centre for hours over and above the fifteen hour a week entitlement.
- Education and care for children under the age of three who are not eligible for Two Year Old funding or Children In Need funding.

- Children who are collected late at the end of their agreed session (current charges are attached – appendix 1). The contract for daycare outlines the terms and conditions.
- Charges may be made for educational trips if there is a cost implication e.g., hiring of a coach, entrance fee etc. The charges will not exceed the amount needed to cover the cost of the whole trip. The amounts charged will be of an equal amount to each child and/or adult.
- Charges may be made for adult classes if there is a cost implication. Parents not able to pay will be given an equal chance to take part, but if costs cannot be recovered then the class may need to be cancelled.

4. Remissions

In order to remove financial barriers from disadvantaged children, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission are given below.

Parents in receipt of

- Income support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

Parents/Carers who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head of Centre. The final decision with regard to assistance payments lies with the Head of Centre.

5. Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents/carers can plan ahead.
- We will allow parents to pay by installments
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

6. Lettings

In order to generate income it is proposed to continue to hire out premise and staff. General information:

Hire of Premises

Basic details required:

1. Hirer's name, address and contact number
2. Date of hire and period required
3. Which rooms are being hired
4. Contact details for a second person should the hiree be away

All rooms are subject to the following charges.

- General Public – £40.00 per hour with full use of IT equipment

- General Public – £25.00 per hour for the room only
- LA Education Department – £15.00 per hour for the room only
- LA Education Department – £20.00 per hour for the room with full use of the IT equipment

Hours are between 8am to 6pm, Monday to Friday. Due to planning restrictions no bookings can be made after 6pm Monday to Friday or at weekends. No bookings during Centre closure.

At Havelock Children's Centre rooms can only be let during Centre operation hours, outside of these hours a hirer would need to liaise directly with A2 Dominion who own and manage the building.

Bookings are made at the discretion of the Head of Centre after receiving a completed booking form (see appendix 2).

Hiring of staff

From time to time staff members are contracted out on a daily basis to other educational establishments, with their rates to be reviewed each year. Currently they are:

- Handyman – day rate £150, ½ day rate £100
- Teachers – day rate £250, ½ day rate £150.00
- Support staff – depending on job role prices available on request

Bookings are normally on a daily basis but on occasions ½ days are accepted. The bookings must be made with sufficient time for any necessary cover to be arranged and are at the discretion of the Head of Centre.

Appendix 1

Headteacher: Ellie Larkin MA BA (Hons) NPQICL

Greenfields Nursery School and Children's Centre

Recreation Road
Middlesex, UB2 5PF
Tel: 020 8813 8079
Fax: 020 8571 5944

www.greenfieldschildren.com
admin@greenfieldschildren.com
head@greenfieldschildren.com



Day Care Charges

3 months to 2 years

£240	8am – 6pm Monday to Friday (Discounted weekly rate)
£55	8am – 6pm per day
£27.50	8am – 1pm per session
£27.50	1pm – 6pm per session

2 to 3 years

£220	8am – 6pm Monday to Friday (Discounted weekly rate)
£50	8am – 6pm per day
£25	8am – 1pm per session
£25	1pm – 6pm per session

All costs above are inclusive of food

Holiday retainer 30% of weekly cost (applies to Under 3 year olds)

3 to 5 years £4.50 per hour plus breakfast 60p, lunch £2.30, tea 60p per day

Late charges

£14.00 for every 15 minutes

Appendix 2
Facilities Booking Application Form
Greenfields and Havelock Children's Centre

Hirer	Full Name:		
	Address:		
	Telephone (daytime): (Evening): Email:		
	If acting on behalf of a business, club, organisation etc please state its full name and address plus your position there. Name of Organisation: Address: Your position in the organisation:		
Areas and Facilities Hired This should include setting up/breakdown times No extension can be agreed at the time of the event	Day and Date of event(s)	Room / Area	Times of Hire
Further Details You must accurately disclose the purpose for which the site and/or space is required at the time of booking. Any misrepresentation will entitle the school to cancel the event and retain the deposit/hire fee.	Event Title		Equipment Required Please note that hirer's own electronic equipment must be PAT tested.
	Is the event/Activity exclusively for 0 – 19 year olds? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	Expected Numbers		

Certificates/ Qualifications	<p>If you are planning to deliver activities for children and families, does the coach or leader possess appropriate qualifications? <input type="checkbox"/> Yes.....<input type="checkbox"/> No If yes please give details:</p>
DBS checks	<p>If this activity involves children and families all adults leading must have an enhanced DBS disclosure. Please complete the details below.</p> <p>Name of adult leading the activity: _____</p> <p>DBS number: _____</p> <p>Issue date: _____</p>

Declaration	<p>1. I undertake to pay the appropriate hiring charges</p> <p>2. I have read and agree to be bound by the Term and Conditions of Use</p> <p>3. I agree to indemnify the centre against any claims for loss or damage or personal injury or any associated costs arising from this agreement</p> <p>4. The centre reserves the right at any time, including during the event, to refuse or cancel the hire of the site which they consider to be objectionable or in any way detrimental to the reputation of the centre.</p> <p>Signature:</p> <p>Date:</p>
Return	<p>Once fully completed, this application form and copies of the documents listed below should be returned to:</p> <p style="text-align: center;">Greenfields Children's Centre Recreation Road Southall UB2 5PF</p> <p>Documents required: Public Liability Insurance DBS certificate (if appropriate) Child protection policy (if appropriate) Relevant risk assessments</p>

FOR OFFICE USE ONLY

Agreement	Approval of hiring by Head of Centre:
	Signed:
	Date:

Payment	<p>For regular hires you can elect to pay via invoice at the end of every month, or weekly at reception. Please indicate below:</p> <p>Monthly Invoice: <input type="checkbox"/> Weekly Invoice: <input type="checkbox"/></p> <p>Otherwise a deposit of 25% is due at the time of application Balance and holding deposit (£100) to be paid not less than 14 days before the first letting/lettings.</p>
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TERMS & CONDITIONS OF USE

These terms and conditions, together with the form of application to hire the centre, shall constitute the contract between the centre and the hirer(s).

Application

1. Application for hire must be on the application form provided which will form the basis of a licence to use Greenfields / Havelock Children's Centre premises.
2. If an organisation is hiring the accommodation both the organisation itself and its members are jointly and severally liable under this agreement.
3. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use.
4. This agreement is personal to the hirer and may not be assigned to any third party.
5. The number of persons using any hired property/premises shall not exceed the number advised by the hirer and authorised by the Centre.

Cancellation

6. There will be at least two weeks notice, in writing to the Centre, for any cancellation of a booking made by a hirer. Cancellations made after this date will be charged at the full cost of the booking fee.
7. The Centre reserves the right to cancel any licence at any time in the event of the Centre requiring any hire property for Centre purposes or for any other reason which is considered necessary by the Centre. This may be at short notice.

Payment

8. The first month's fee is payable in full upon signing this agreement.

Indemnity and Insurance

9. The hirer shall be responsible for all damage caused and shall indemnify the Centre against all loss, damage and expenses unless due to the negligence of the Centre and any such damage shall be reported immediately to the Centre.
10. Any damage caused to the accommodation (or elsewhere in the Centre) shall be compensated to an extent considered reasonable at the discretion of the Centre within seven days of a written demand.
11. The hirer shall indemnify the Centre against all and any expenses, liability, loss, claim and proceedings arising in respect of personal injury to or death of any person or damage to any property arising directly or indirectly from the use of the accommodation unless due to the Centre's negligence.

The Premises

12. Access is restricted to the rooms comprised in the accommodation and any toilet facilities and access shall only take place during the designated time and for the permitted purpose.
13. Smoking is not allowed anywhere on the site.
14. This agreement does not include the use of any equipment, except where specifically agreed and subject to any further fees chargeable; kitchens and catering equipment shall not be used unless approved by the Centre subject to any conditions that may be imposed.
15. Car parking (if available) is only allowed in the allocated car parking spaces. All roadways must be kept clear. "No parking" signs must be respected.

Performing Rights and Licences

16. No copyright works shall be performed in the accommodation without the licence of the copyright owner and the hirer shall indemnify the Centre against any penalty or sanction for any copyright infringement that may occur.
17. The hirer shall not use the accommodation for any purpose or activity for which a licence or permission is necessary, e.g. preparation and sale of food, unless such a licence has been obtained.
18. The accommodation shall not be used for the sale or display of goods or services or for any public entertainment unless agreed with the Centre.
19. No alcoholic drinks shall be brought onto the accommodation except where the Centre agrees otherwise and where a licence has been obtained.
20. No film or video shall be shown in the accommodation or taken in the facilities without the Centre's prior consent.

Health and Safety

21. The hirer is responsible for the health and safety of everybody using the accommodation (including first aid) and must make itself aware of the fire precautions and procedures in existence. There will be a member of the Centre staff on the premises throughout the duration of the letting(s). Please report to him/her on arrival and notify them of any problems during the letting(s).
22. Electrical apparatus shall not be brought onto the accommodation without the Centre's consent.
23. Animals, other than guide dogs, are not permitted on the Centre premises without written prior consent of the Centre.
24. The hirer shall leave the accommodation in a clean and orderly state.
25. The disposal of any refuse arising from the use is the responsibility of the hirer.
26. All clubs hiring the facilities must have staff who have appropriate coaching certificates and are checked with the criminal DBS if working with children under 18 or vulnerable adults, even if this is supervised. A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc.
27. In relation to activities for children, the hirer must ensure that there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the Centre site.

Preservation of Order

28. The hirer shall not cause nuisance or annoyance to the occupiers of any neighbouring premises.
29. The Centre does not accept any responsibility for any articles of property left by the hirer, their guests, agents or any member of the public on the hired property during the period of the hire.