

**Cranmore and Doulting Pre-School**

**Fees Policy 2019/2020**

This Fees Policy forms part of the contract with the parents/carer and Cranmore and Doulting Pre-School.

**Policy statement**

We operate a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. We do not charge a registration fee or deposit.

Opening times and hours for the setting are 9am – 3pm, Monday to Friday (8.30 starts available, £5 charge). We open term time only, 39 weeks this academic year 2019-2020.

The pre-school does not provide a lunch or snack, and therefore does not charge for one. Parents/carers must provide a healthy snack for snack time and a packed lunch for their child if they are staying for lunch.

All additional hours must be booked in advance using the pre-school’s extra hours booking form, the pre-school will do its best to accommodate these (subject to staff ratio). New parents/carers must complete a booking form and provide the pre-school with a copy of their child’s birth certificate/passport. Without this documentation we cannot claim any EYE (Early Years Funding) and parents/carers will have to pay for hours booked.

We are in receipt of Early Years Education Funding, 2 year old funding and Additional 15 hours funding (see below). For hours not covered by Early Years Funding, 2 year old funding and The Additional 15 hours (known as the ’30 hour funding’) we charge **£4.35** per hour for 2 year olds and **£4.25** for 3 year olds.

**Invoices:**

Fees are calculated on a termly basis and are usually paid either in total, or in monthly, weekly instalments in advance as detailed in the invoice. If you require a payment plan you must request one before the payment due date on your invoice. When requesting a payment plan, this should be done in writing to the setting, clearly stating the dates you would like to make a payment and how much each payment will be. The setting will then produce a payment plan and both the pre-school leader and parent/carer will sign the agreement. All invoices must be settled by the end of each term. Unpaid fees cannot be carried over to a following term.

Invoices will be issued during the second week of term, these will be given to you by hand by a member of staff, if you have any issues with your bill please speak to the pre-school leader.

Any additional hours attended during the term will be invoiced accordingly, and must be paid for within 7 days of accessing the additional hours.

Fees can be paid by cash, cheque or by bank transfer (BACS), BACS details are annotated on all invoices. Other payment methods include Tax free Childcare – [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Fees are payable and EYE/Additional 30 hours funding/2 year funding claimed when children are absent, on holiday, sickness and emergency closures (please see emergency closure policy), as running costs still need to be met by the Pre-school and the placement is booked for that child. We do not charge for inset/training days. In the event of a long term absence, in excess of 4 weeks, the Committee may waive fees; this is however at the Committee’s discretion and dependant on circumstances.

**Changes to Child’s Hours:**

If a parent/carers wish to increase the hours their child attends the setting they are to contact the Pre-school Leader, who will issue a new booking form. A decision will be made with consideration to the settings waiting list and number of children already attending the setting during those hours. The pre-school leader will then inform the parents/carers of the decision made and the date when new hours start.

Should parents/carers wish to decrease their child’s hours, four weeks term time notice is required. Parents/carers will need to inform the pre-school leader who will be able to give them a new booking form. Failure to give notice means the placement cannot be re-allocated and therefore you will be charged or funding will be claimed for all sessions during the notice period.

**Notice Period to Cancel Child’s Place:**

Should a parent/carer wish to remove their child from Cranmore and Doulting Pre-school, a notice period of 4 weeks term time is required to cancel a child’s placement. Parents/carers will need to write the setting a letter giving their four weeks term time notice. Failure to give adequate notice means the placement cannot be re-allocated and therefore you will be charged or funding will be claimed for all sessions. Only in exceptional circumstances and at the Committee’s discretion will this notice period be waived.

**Late Collection Fee:**

Late collection of each child will be charged at £5 per 15 minutes, with a minimum charge of £5. These charges will be determined by staff records and the register. An invoice will be issued and is payable upon receipt. If the setting is informed prior to the delay in collection, a 15 minute window will be allowed. This should only be used in exceptional circumstances, frequent occurrence will be treated as an abuse of this facility and charges will be incurred as stated above. Continuous late collection of a child will be dealt with by the committee.

**Non – or late Payment of Fees procedure:**

Fees are payable in advance, by the date indicated on the invoice or by an agreed alternative payment plan. A payment plan must be in place before the payment date is due. All parents/carers who have not paid will receive a reminder by the pre-school leader, of when their payment was due, giving them a new payment date ie: end of the week.

If fees are not paid (or alternative pre-agreed payment plan) you will receive a written reminder from Cranmore and Doulting Pre-school and will incur a £10 administration charge. Payment is to be made within 4 working days of this reminder, if payment is made no further charges or action will be taken. If payment is not received or a payment plan is not put in place, then all unfunded hours will be withdrawn. A letter will be issued clearly stating the amount due up to the cancellation of unfunded hours. If this payment is not received then the pre-school will seek to recover unpaid fees via the small claims court.

Failure to complete payments via a payment plan in the specified timeframe will incur a £10 administration charge and you will be informed by letter of the requirement to pay all outstanding fees within 7 working days of the date of the letter.

If payment is not received by the deadline laid down in the letter all unfunded hours attended by the child will be withdrawn with immediate effect and the setting will seek to recover unpaid fees via the small claims court inclusive of costs.

A parent may request, in writing, for an extension to their fees deadline. This request is to be sent to Cranmore and Doulting Pre-school’s Committee and is at the Committee’s discretion whether an extension may be granted. A request must include a written proposed payment plan for it to receive consideration.

**Early Years Entitlement (EYE) for 3 and 4 year olds /Universal Entitlement (15 Hours):**

Cranmore and Doulting Pre-school is in receipt of Early Years Entitlement (EYE), Funding which available to all 3 and 4 year olds. Funded hours are available to children the term after their third and fourth birthday.

Funding terms are as follows, and do not follow the pre-school term times:

**Autumn term: 1st September to 31st December**

**Spring term: 1st January to 31st March**

**Summer term: 1st April to 31st August**

You can claim 570 hours per funded year. You can claim a maximum of 10 hours per day, up to a maximum claim of 15 hours per week. Please note that due to the settings opening hours, and child attendance there are some instances where children will exceed the 570 hours, in these circumstances you will be issued an invoice and will be required to pay for the additional hours. Guidance for this is set out by Somerset County Council.

In order for Cranmore and Doulting Pre-school to claim EYE we will require a copy of your child’s birth certificate or passport, and you will be required to complete a funding form. Failure to provide the relevant documentation and complete a funding form will result in you being charged for the hours your child attends.

All fees charged relate to those hours not funded by the EYE. Should a session last longer than the EYE available, parents/carers will be required to pay for any hours that exceed the EYE.

**Funding for 2 year olds**

For parents/carers in receipt of the 2 year old funding, the pre-school requires the letter of confirmation held by them to show the date their child is eligible from. Information on how to claim this can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

In order for Cranmore and Doulting Pre-School to claim the 2 year funding we will require a copy of your child’s birth certificate or passport, and you will be required to complete a funding form. Failure to provide the relevant documentation and complete a funding form will result in you being charged for the hours your child attends.

All fees charged relate to those hours not funded by the 2 year old funding. Should a session last longer than the funding available, parents/carers will be required to pay for any hours that exceed the 2 year funding.

Funding terms are as follows, and do not follow the pre-school term times:

**Autumn term: 1st September to 31st December**

**Spring term: 1st January to 31st March**

**Summer term: 1st April to 31st August**

You can claim 570 hours per funded year. You can claim a maximum of 10 hours per day, up to a maximum claim of 15 hours per week. Please note that due to the settings opening hours, and child attendance there are some instances where children will exceed the 570 hours, in these circumstances you will be issued an invoice and will be required to pay for the additional hours. Guidance for this is set out by Somerset County Council.

**Additional Funding (30 hour Funding)**

An additional 15 hours per week are available for some children whose parents meet a certain criteria, this is known as the ’30 hour funding.’ Further information about the criteria and how to claim this can be found at [www.childcarechoice.gov.uk](http://www.childcarechoice.gov.uk)

Parents must apply through this website, if they qualify they will be issued with a DERN code, this code must be passed onto the setting for verification. The additional funding cannot be claimed until this code has been verified. The pre-school will require you to complete a consent form before the code can be verified. The consent form will include the parents/carers NI number, parents/carers will need to sign the consent form giving permission for the pre-school leader to share this information with the EYE team ( please refer to the General Data Protection Policy). Failure to provide your DERN code or complete the consent form will result in you being charged for additional hours booked for your child. Notice to cancel hours booked is four weeks term time in writing as stated above.

To claim this funding at each setting, the parents/carers must complete a funding form.

Additional hours are claimed termly as follows:

**Autumn term: 210 hours**

**Spring term: 165 hours**

**Summer term: 195 hours**

Due to the way in which the term dates are set, if you book over these hours, you will be invoiced accordingly at the current rate.

Your initial 30 hour claim must be made before the term you want it to start. Failure to make the claim will result in you having to wait to access the funding until the following term.

The additional funding runs for 3 months, with a grace period being applied (these are confirmed when you apply) **It is the parents/carers responsibility to reconfirm every 3 months**. If you are no longer eligible, or you do not reconfirm your eligibility when prompted your funding will run until your grace period end date, please see [www.somerset.gov.uk/eye30](http://www.somerset.gov.uk/eye30) . After this date any additional hours not covered by funding will be charged at the pre-school current hourly rate (see above).

**It is the parents/carers responsibility to apply for this funding, and supply the setting with the DERN code and fill in a consent form.**

**Funding forms:**

Parents are required to complete a funding form each term. The funding form sets out the ‘Universal funding’ and ‘additional funding’ boxes. It is the parent’s/carers responsibility to complete these boxes to how they want to claim their funding and in accordance with funding rules. The setting reserve the right to charge for any hours not covered by funding including funding that is applied for and not paid by Somerset County Council, due to a parent/carer over claiming or completing their funding form incorrectly.

**Termination of the contract:**

**Setting**

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents/carers, not providing/completing legal paperwork or non-payment of fees following the non-payment procedure, at all other times, 4 weeks’ notice (term time) will be given in writing.

**Parents/Carers**

4 weeks term time notice must be given to the setting in writing to terminate or decrease a child’s sessions, during that 4 week period all fees will be payable, EYE funding entitlement, additional funding or 2 year funding will be claimed. In the event of no term time notice and your child starts a new provision, the EYE hours will be allocated to each provider in proportion. Each provider can charge for any remaining hours they have not been paid for.

**Reviewing Fees:**

Fees and this policy are reviewed annually by the committee in order to meet the running costs of the pre-school. When the policy or fees are updated parents/carers are given four weeks’ notice and a copy of the policy. After the four weeks parents/carers will be asked to sign to say they have read and understood the policy.

**Links to other Policies:**

* Emergency closure policy
* General Data Regulations policy
* Setting’s prospectus
* Terms and Condition

**Links to Documentation**

* Statutory Framework for Early Years Foundation Stage – Safeguarding and Welfare Requirements.
* Somerset Local Provider agreement.
* Early Education and Childcare Operational Guidance (July 2017)
* Early Years Improvement Team – Guidance on writing a Fees Policy
* www.somerset.gov.uk/eye30

**If you have any queries, please contact the pre-school on:**

**07751533997**

**Or email** **preschoolcranmoredoulting@gmail.com**

This policy was adopted by Cranmore and Doulting Pre-school.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be reviewed: Annually

Signed on behalf of the pre-school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Role of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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