

18. Payment of Fees & Additional Costs

18.1 Statement of intent

It is our intention to keep fees to a minimum. In order to achieve this, the Pre-School commits to fundraising events and projects, and always welcomes input and ideas from parents and carers in this regard.

18.2 Aim

We recognise that families have different means. We are able to offer flexible ways of payment of fees.

18.3 Methods

An invoice with a copy, will be given to parents/carers at the start each term detailing;

- How many hours have to be paid and the amount due
- The amount of funded hours for the term which are available to access
- Any charges
- Any adjustments that need to be made e.g bank holidays, closure days etc
- Details of any funded hours used at another setting will be on Parent Declaration forms provided by County.

Fees can be paid weekly, monthly or in full as long as it is confirmed and agreed in writing by parents/carers at the start of the term. This agreement is found at the bottom of the invoice and the copy needs to be signed and returned to the Manager no later than two weeks after it has been received. **Please note any payments in full must be paid by the date stated on the invoice.** If you need to alter any payment arrangement at any time you must speak to the Manager as soon as possible. All requests will be looked at and confirmation of the outcome made in writing by our Treasurer or Manager. The Pre-School will endeavour as far as possible to take into consideration individual family circumstances.

All payments must be cleared by the date on the invoice.

Fees are payable if a child has a short term illness eg: Cold, sickness bug
Or if you take your child out of pre-school for a holiday.

18.4 Charges

Hourly Rate: £4.40 Under 3 years (the term after your child turns 3 the price is £4.10)
£4.10 Over 3 years

18.5 Session/Hours

Monday - Tuesday - Thursday - Friday

9.00 - 12.00 = 3 hours (lunch time optional) 12.00 - 1.00 = 1 hour

3 hours x £4.10 = £12.30 and 3 hours x £4.40 = £13.20

4 hours x £4.10 = £16.40 and 4 hours x £4.40 = £17.60

6 hours x £4.10 = £24.60 and 6 hours x £4.40 = £26.40 (Tuesdays & Wednesdays)

18.6 Educational Grant

Your child will be entitled to the Educational Grant the term following their third birthday. To claim the funding, hours have to be used in blocks of a minimum of 2.5hrs and maximum of 6hrs per day. A parent declaration form will have to be completed stating what hours you will be claiming. A copy of your child's birth certificate will have to be sent with your first declaration form. You will be entitled to claim the following in each funding period, please note these hours can be split between different childcare providers:

We calculate the hours termly

		<u>15 funded hours</u>	<u>30 funded hours</u>
Spring Term:	maximum	165 hours	330 hours
Summer Term:	maximum	195 hours	390 hours
Autumn Term:	maximum	210 hours	420 hours

If you choose to claim 3 hourly sessions, then wish to use the lunch facility or increase your hours after your declaration has been submitted you will be able to do so without an additional charge as long as you have not used all your hours within your funding period. After you have used your entitlement (hours) you will be charged at the hourly rate of £3.90 for over 3's and £4.10 for under 3's. You will be asked to fill in an additional Parent Declaration Form if you wish to increase or decrease your funding hours within the funding period. Please note funding is still claimed if a child is ill short term or on holiday.

2 and 3 Year Old Funding:

For more information on this please go to www.somerset.gov.uk

18.7 30 hour funding.

To see if you are eligible for the 30 hours funding the parent/carer needs to go to www.childcarechoices.go.uk. It is the parents/carers responsibility to read the terms and conditions of the 30 hours funding. If you have any queries then they must contact the entitlements team on Tel: 018230357039 for clarification. Again, it is the parent's responsibility and not Walton Under Fives Pre-school.

Once you have your eligibility code you will have to fill out the 30 hour agreement form which will require your code, you and your partners national insurance number and child's details. This will have to be signed by the parent/carer to authorise the pre-school to check the details on the Somerset County Councils list. Once this has been done and not before, you will be offered the hours requested.

It is the responsibility of the parent/carer to check the hours every 3 months, if they fail to do so then they will have to pay for the extra hours used at Walton Under Fives Pre-school.

18.8 Other Entitlements

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline or visit the HM Revenue and Customs (HMRC) website.

Childcare Vouchers:

Some larger employers sign up to a childcare voucher scheme which provides certain tax benefits to parents using this service. For information contact the Personnel / Human Resources Department in the company you work for.

18.9 Refund of fees

If the pre-school is unable to open due to unforeseen circumstances; e.g. adverse weather, flooding etc (this list is not exhaustive) fees will still be payable.

If the pre-school cannot open due to staff shortages, then fees will be refunded.

Please note: Outings attract a normal 3 hour session rate or equivalent funded hours where applicable.

18.10 Overdue Fees

If fees are left outstanding the Manager will remind parents/carers that it is due. If a payment has not been made after this discussion by the end of the following week, a letter will be sent from the Treasurer or Manager, detailing how to pay outstanding fees in instalments and a Payment Plan, developed, agreed and signed by both parties with a copy given to parents.

If non-payment of the first instalment continues 2 weeks after the date of this letter a further letter will be sent requesting payment in full by a set date or the case will be taken to the small claims court to reclaim the outstanding amount. At this point session attendance will be reviewed and may be reduced to the Early Years Entitlement (EYE) only, until the debt has been cleared. If however, a child is not eligible for EYE their place at Pre-School may be withdrawn.

If you are experiencing difficulties with payments please talk to the Manager and be assured that all discussions will remain confidential.

The pre-school reserves the right to instigate legal proceedings in the eventuality of fees remaining unpaid by the end of term.

18.11 Termination of contract

If a child's place at the Pre-school is terminated by the parent/carer before the end of the summer term pre-ceding their move to primary school; one month's paid notice must be given in writing. In situations where nursery education funding is claimed this will be claimed for these 4 weeks.

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non payment of fees following the overdue fees procedure, at all other times one month's notice in writing will be given.

18.12 Additional Costs

£10.00 administration fee is charged when your child first joins, which includes a memory stick of your child's learning Journal when they leave.

Cooking, music sessions, gym sessions from other providers donations may be requested.

18.13 Links to other policies, legislation and forms:

- Registration form
- Funding Registration Form / Parental Declaration of Hours Claiming
- Invoice
- Policy 2. Admissions
- Policy 23. Late Collection
- Policy 23. Sickness & Medication

This policy was adopted at a meeting of Walton Under 5's Pre-School held Nov 2010. It was reviewed and adapted at a committee meeting in April 2019.

Signed (Pre School Manager) Date

Signed (Committee Chair) Date