



## Fees Policy

### Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Our Pre-School is a charity and as such, our aim is to run our finances at a suitably sustainable level. We do not aim to make a large profit but to develop a healthy surplus in order to maintain and enhance our stock of equipment and to retain contingency funds.

- Fees are set at a reasonable level in order to fulfill the above objective and are broadly in line with other settings in the local area, and take into account the Early Years Funding we receive from Dorset County Council.
- Fees are reviewed annually. The Committee takes full account of financial commitments throughout the year.

Whitchurch Pre-School operates a fair and competitively priced service. We aim to offer high quality childcare and education, in a safe and stimulating environment where the needs of individual children are met.

Parents/Carers are able to purchase childcare from 9.00 – 1.30 Tuesday – Wednesday, and from 9.00 – 3.00 on a Thursday and Friday, term time only. Parents/Carers are asked to inform the pre-school of any changes to sessions towards the end of each term.

Individual hourly rate is currently £4.50 per hour for children aged over 2 years, and £5.50 per hour for children aged 1 year. All hours must be paid for.

It is the intention of the pre-school to move to a 3 tier charging system from September 2017, with a separate rate for 2 year olds.

### Snack

A small charge of 25p per session is requested for the provision of fresh fruits, vegetables and savoury foods for snack. This also helps cover the cost of cooking ingredients, hot chocolate for outdoor learning and other food based activities i.e. learning about different foods from different cultures and countries.

### Sickness

If a child is absent due to sickness or other reasons the fee will remain in place as the pre-school will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Leader and/or Treasurer, as fees for such absences

are at the discretion of the management committee.

### Holidays

The pre-school is currently closed on all Bank Holidays thus no fee is collected for these days. If a child has a planned holiday that falls during term time fees will be reduced by 50% for the period of absence subject to the preschool receiving a minimum of four weeks notice in writing. This will be for a maximum of 4 weeks (pro rata) in any academic year.

### Payment of fees

Fees can be paid either half termly or termly in advance.

Bills will be given to the parent during the first two weeks of term, where payment dates and amounts will be stated. Fees should be placed in an envelope clearly marked with the child's name and amount enclosed and then the envelope should be given to a member of staff or placed in the secure box. These envelopes will be collected by the Administrator or Leader and processed. Cheques should be made payable to Whitchurch Pre-School and will be paid into the bank on a regular basis. You can also pay by bank transfer.

### Late payment of fees

Fees should be paid within 14 days of the payment date given on the bill. If payment is not made within this timescale a reminder will be sent to the parent/carer and payment should be received within 14 days or the parents need to speak to the Treasurer or pre-school leader. If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 14 days upon receipt of the letter or proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Early Years Education Funding will be able to remain at pre-school for their funded hours.

Should a problem arise concerning payment of fees parents should speak to the Leader or Treasurer as soon as possible to enable the pre-school to come to an agreement regarding payment. Confidentiality will be assured.

### Early Years Education Funding (EYEF)

Whitchurch Pre-School are in receipt of EYEF for three and four year olds. This is available the term following your child's third birthday. EYEF will fund 15 hours a week for a 38week term. You will be given a form to fill in by a member of staff at the end of term before the funded term you are claiming.

We are also able to accept 2 year funding for children from the school term following their second birthday. A letter of entitlement or a 'Golden' ticket/voucher must be provided to pre-school to confirm your child's eligibility. Hours not funded by EYEF will be charged.

### 30 Hours Free Childcare

Whitchurch Pre-School will accept up to an additional 6 hours funded childcare for children who qualify for the 30 hours free childcare offer. This will therefore provide free funded childcare for working families for our full opening hours. Places will be awarded as requested by parents. The pre-school will review places available on a termly basis and will review numbers of places depending upon staffing and business need.

### Tax Free Childcare

Whitchurch Pre-School is registered to accept Tax-Free Childcare, enabling parents to receive further support with their childcare costs.

### Working Tax Credit and Universal Credit

If you receive Working Tax Credit or Universal Credit, you may be able to get help towards the cost of childcare. A childcare calculator is available at

<https://www.gov.uk/childcare-calculator> which will advise on all sources of childcare support.

### Termination of the Contract

Whitchurch Pre-School reserves the right to terminate the contract without notice in the event of unsuitable behaviour of parents or non-payment of fees following the non-payment procedure. At all other times one month's notice in writing will be given.

If you wish to terminate your contract with Whitchurch Pre-School, 4 weeks notice in writing, or by email, is required.

This policy is reviewed annually, or as deemed necessary.

Policy updated.....(date)