

## 10.13 Fees

### Policy statement

*It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.*

### Procedures

- The hourly rate is currently **£4.50 per hour**. Sessions are flexible and run from 8-11.30am (morning session), 11.30-12.30 (lunch club) and 12.30-5.30pm (afternoon session). Parents are asked to arrive at the preschool on time and if you arrive early or late without prior arrangement, it can cause the preschool to exceed its registered number of children allowed. If you arrive late to pick up your child without prior arrangement or notification via phone, there may be a late additional fee of **£10**. This fee is intended as a penalty to discourage late pick up, not as a fee for additional services. It will be added as a separate invoice onto your quick books invoice.
- Please remember, if you arrive early or late without prior arrangement, you can cause the preschool to exceed its registered number of children allowed.
- **From the term after a child's 3<sup>rd</sup> birthday** (depending on the exact date of the birthday) fees are paid for by the Free Entitlement (Nursery Grant) up to a maximum of 15 hours a week. In the event of the grant covering fewer weeks than our term parents will be notified the term before (via the Session Confirmation Form) that they will be billed for any extra weeks not covered by the grant. Parents then have the option of whether or not they wish their child to attend pre-school during these weeks.
- From September 2017, some children may be entitled to an additional 15 hours a week (Extended Entitlement). This is means tested and parents must apply directly through the government website. For more information please visit <https://www.childcarechoices.gov.uk/>
- The grants (Free and Extended Entitlement) come directly to the pre-school and a parent/guardian will need to sign a form at the beginning of each term. This is to verify the number of hours being taken at Downton Preschool, the number of hours taken at other settings, and all other relevant details including the date of birth. Downton Pre-school is not obliged to offer all 15/30 hours. We will try to offer as many as possible but high numbers do not always allow this.
- There is also funding available for some eligible two year olds. For more information on this and whether you are eligible, please look at the Better2gether funding website.
- Fees are payable in advance termly and an invoice is sent out during the first week of term. Settling sessions are charged for, if the child is left and is therefore in numbers. There is also a snack donation included on the invoice of a £1 per week. We provide children snack during the morning, so this helps contribute towards the cost of this.
- We will not charge a 'top up' fee for a session where the grant value per hour is lower than Preschool's fee per hour.
- Payments can be made by cheque, made payable to Downton Community Preschool or via BACs and **payment is usually requested by the end of the second week of term.**
- In certain circumstances it is possible to pay in instalments. If you would prefer this option, please speak to the manager or administrator, however all fees must be settled by the end of that term.
- Preschool is registered with a number of Voucher Schemes and can receive fees on your behalf from these providers. Please notify the administrator if you are intending to register with a scheme via your employer.
- As sessions are pre-booked your child is assured a place, however this means that **all absences due to illness, holidays etc. must be paid for**. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason. If there is a problem which results in long-term absence we will do our best to help.
- Occasional extra sessions can be paid for on the day, if space allows. We accept payment via card for any adhoc sessions. However, we are unable to swap sessions temporarily for children. If you wish for

your child to come on a day they do not usually attend, this will be classed as additional hours and their usual session will need to be paid for. This will be submitted as a separate addition to your quick books invoice.

- Once your sessions have been allocated you will need to sign a **Session Confirmation Form** confirming you accept those sessions. **Please read the declaration carefully before you sign it.** This system has been introduced to ensure that all parents are in agreement with the sessions allocated to them and committed to honour payment.
- If any parent/guardian encounters difficulties meeting the costs please speak to pre-school and we will do our best to work out an alternative payment arrangement. **If payment is not forthcoming after a reminder has been sent and alternative arrangements have been made, then the Pre-school operates a policy that the child will only be entitled to sessions covered by the Nursery Grant.** This will continue to apply until the payments are received and up to date.
- We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate. During any period of suspension for behaviour related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provisions for your child. If your child is suspended part way through the term, we shall give you a credit for any fees you have already paid for the remaining part of that month.
- You may end this agreement at any time by giving us half a terms notice by completing the Notification of Leaving Date form.
- We may immediately end this agreement if you have failed to pay your fees, you breach any of your obligations in the policy, you behave unacceptably as we do not tolerate any physical or verbal abuse or threats towards staff, or we take the decision to close. We will of course give as much notice as possible.
- It may become apparent that the support we are able to offer your child is not sufficient to meet their needs. In these circumstances, we will work with you, the local authority and other welfare agencies as per our procedures, to identify appropriate support, at which point we may end this agreement.
- You may end this agreement if we have breached any of our obligations and have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.
- We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our Managing Children who are Sick, Infectious or with Allergies Policy.
- If the preschool is forced to close because of an emergency, fees will not be refunded for closures of up to a week (5 pre-school days). After this period, the Committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures which are longer than a week. If for example a pandemic occurs and we are unable to open, preschool will require a proportion of the fees to be paid. This will be decided amongst the committee and you will be informed. This is due to the preschool potentially being unable to receive funding.
- Inset days may be incorporated into the school term, however you will be informed of these with adequate notice given. We will not charge for these days but these are to enable our staff to improve their continuous professional development.
- As a parent you will need to abide by our policies and procedures and inform us if your child is unwell or not attending preschool that day. You must also keep us informed of who is collecting your child if it is someone we don't know, inform us if you are running late, and inform us of any changes or updates to information given on your registration form.
- If your child is subject of a court order, you should provide us with a copy of such order on request.

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This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2020	<i>(date)</i>
Date to be reviewed	September 2021	<i>(date)</i>
Signed on behalf of the provider	<i>M.Thelwell and S.Peacock</i>	
Name of signatory	Matt Thelwell and Sam Peacock	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	

