

Fees Policy

Policy statement

In our setting fees are set at a level which reflects the safe and stimulating environment which is provided for the children and to ensure that the high standards are sustained, parents and carers are asked to respect the policy in relation to charging procedures.

Fees are therefore set at a level which will cover costs required to maintain standards as long as the number of sessions taken is at forecasted levels.

Procedures

Invoices

On registering a child, we ask for a deposit of £25 which is non-returnable but will be subtracted from the parent's first invoice.

Each three hour session (9:00am – 12.00pm or (12:30 – 3:30pm) costs £10.00 for children aged two years and for hours exceeding 15 per week (three and four year olds). (see below for information on how the Early Years Free Entitlement operates). In addition, there is an optional Lunch Club from 12:00 – 12:30 which costs £2.00 per session or is free if taken as part of the 15 hours Free Entitlement.

An additional payment of 20p per three hour session is charged towards the cost of the Pre-School providing fresh fruit and other healthy snacks. For those sessions taken under the Free Entitlement this payment is voluntary and is shown separately on the invoice.

Fees continue to be payable if a child is absent for a short time period (with or without notice). This also applies to absence due to illness or holiday. In cases of planned prolonged absence, parents should consult the Treasurer about fee payment six weeks' in advance. Each child's attendance at the pre-school is conditional upon the continued payment of any outstanding fees.

Invoices are issued in September, January and April and may be paid in three instalments over a two term period or in full by cheque, cash, bank transfer or childcare voucher scheme. Instalment dates are issued in advance by September for the next academic year. If you wish to make alternative payment arrangements you should contact the Treasurer.

Early Years Free Entitlement

All three and four year olds are entitled to a free, part-time early education place of 15 hours per week for 38 weeks per year from the term after their third birthday. Parents are not required to contribute towards any part of the free early education entitlement.

The Pre-school applies for the funding on behalf of the child (parents will be required to sign a declaration form in January, April and September)

Notice period

In the event of you wishing to withdraw your child from the setting or reduce sessions, six weeks' notice in writing is required.

Hardship Cases

If a parent wishes to enrol their child but is unable to afford the fees, the Committee may at its discretion decide that it is in the best interests of the child to reduce or waive fees.

Late payment of fees

Once a payment is late, the Treasurer will issue a reminder notice which will set a final payment date after which a late payment fee of £15 will become payable if the account is not settled.

Fee Review

The level of fees charged will be reviewed annually in May and parents given six weeks' notice of any increases.

Fee Queries

Parents should consult the Treasurer if they have any issues with the fees.

Additional Support for Fees

Parents are advised that they may be eligible for:

- Childcare voucher schemes – operated by employers these allow a tax efficient way of paying for the non-funded element of childcare. Parents should ask their employer if this is available.

- Extra tax credits - if you work and pay for childcare you may be able to get tax credits to help with the costs. You usually have to work for at least 16 hours a week to qualify. You may still qualify if you worked 16 hours or more before going on maternity, paternity, adoption or sick leave. You can claim as soon as you start paying childcare costs and only for the amounts that are actually paid by you. Contact the Tax Credit Office on 0845 300 3900 or see www.hmrc.gov.uk/taxcredits for more information.

This policy was adopted at a meeting of	<u>Helmdon Acorns Pre-school</u>	name of setting
Held on	<u>22/03/2010</u>	(date)
Date to be reviewed	<u>March 2011</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Rachel Wheeler</u>	
Role of signatory (e.g. chair/owner)	<u>Chair</u>	