**Stanton Drew and Pensford Preschool Playgroup**

**Fees Policy**

Our setting offers places to both fee paying children, and those funded by the Government. Children are entitled to 15 hours government funded hours per week, from **the start of the term after** they turn 3. Please note that this is based on the 'old terms' (i.e. three terms a year). A child who turns 3 in September – December would be entitled to 15 hours funded time from January. A child who turns 3 in January – March would be entitled to 15 hours funded time from after the Easter break. A child who turns 3 in the summer term would receive their free funded time from the following September. These timings are set by the local authority and the Government rather than by our setting.

# Some parents and carers of 3- and 4-year-olds may be entitled to 30 hours funded childcare a week. To see if you qualify for the offer, visit www.childcarechoices.gov.uk. Parents are responsible for checking eligibility, obtaining a code and giving it to preschool. From April 2024, some parents and carers of 2-years-olds may be entitled to 15 hours funded childcare a week from **the start of the term after** they turn 2. Parents are responsible for checking eligibility, obtaining a code and giving it to preschool. Preschool cannot assist with this process due to data protection legislation.

Fees are currently (April 2024) set at an hourly rate of **£6.60 per hour**. Where children are entitled to 15 hours a week of funded time, and they wish to attend hours over and above their free time, parents or carers pay the rate of **£6.60 per hour**. We make a charge for consumables of **£2 per day,** to cover the cost of snacks, cleaning products, wipes, toilet paper, art/craft materials, and so on**.** Children may take sessions at a combination of settings, however, for any hours where we do not receive funding we charge the above rate. Parents/carers need to inform preschool of hours attended at other settings. Impromptu sessions (i.e. sessions taken but not requested on the booking form) are charged at **£7.00 per hour.**

Fees are payable termly, in advance, and the method of payment is through BACS. Any additional sessions taken are charged for in the next invoice sent out. If a child is absent, fees continue to be payable and the time when the child was absent is not transferable. In the case of longer absences, parents can speak to the Setting Leader and the committee about payment of fees.

**Payment of invoices is requested within 14 days of receipt of the invoice, and in all cases within 30 days, with early payment appreciated. This allows us to keep preschool sustainable and avoids us incurring additional costs in chasing payments.** A reminder for payment will be sent for unpaid invoices, 30 days after invoices are first issued. Formal notification of non-payment will be issued 30 days later, triggering the start of the legal credit control process.

A booking form is sent out towards the end of each term, on which parents and carers should let us know the weekly hours that they would like their child to do in the following term. You can also advise us of any holidays on the booking form and preschool will give **a 50% discount on the holiday dates for missed sessions during one week per term**. Where parents or carers advise the setting of the week in which the holiday will be taken at least a term in advance, sessions in that one week will be charged at a retainer rate of **£3.30 per hour** with no charge made for consumables. Please note that you will be charged for the hours you list on your booking form for the full term. If holidays are not detailed on the booking form, no discount can be applied and the full rate will be charged. For example, if a holiday is during term 4, notice must be given by the end of term 3 to obtain a reduced fee.

In the event of Pre-School being closed due to circumstances beyond our Control, (such as extreme weather conditions/multiple staff illness when no supporting cover is available) there will be no refunds of fees as the running cost of the group remains the same. If the closure lasts for more than two days, the situation on refunds will be decided by the committee.

We are sympathetic to any parents or carers who might be experiencing difficulties with the payment of fees. We ask that they speak first to the Setting Leader and, depending on the specific circumstances of each case; we may then offer them the option to pay fees in instalments, over a longer period of time.

## Late Collection

Staff are only paid until 3.15pm, and need 30 minutes to pack away, so we would therefore request that parents collect their children promptly. A late charge of £10 per 15 minutes late, or part thereof, will be charged when parents are late to collect their child.

Signed........................................................................................................

Name/Position........................................................................Date...........................