**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 free time 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). So 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 of 3 and 4 year olds may be entitled to 30 hours childcare a week. We offer this extended offer, available to those working parents who meet the eligibility requirements for the hours that we are open, i.e. 24 hours a week. These hours can be combined with additional hours at another setting, to make up the 30 hours funded childcare. To see if you qualify for the extended offer, visit www.childcarechoices.gov.uk.

Fees are currently (2017/18) set at an hourly rate of £4.30 and will be **increasing to £5.00 per hour from 1 January 2022**. 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 currently pay the rate of £4.30, rising to £5.00 from January 2022. Children may take sessions at a combination of pre-schools or nurseries, however, for any hours where we do not receive funding we charge the above rate. Parents/carers will need to inform preschool of hours attended at other settings. Impromptu sessions (i.e. sessions taken but not requested on the termly booking form) are charged at £5.00 per hour, **rising to £6.00 per hour from 1 January 2022.**

Fees are payable termly, in advance. Invoices will be issued on the first Friday of term. The preferred method of payment is through BACS. Cash for the exact amount (as no money is kept at preschool) will be accepted on Monday mornings when our admin person is in and will be able to give you a receipt. Any additional sessions taken are charged for in a 'mop up' invoice sent out to parents and carers later in the term. 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 on receipt of the invoice, and in all cases within 30 days, with early payment appreciated. A reminder for payment will be issued for unpaid invoices, 15 days after the invoices are first issued, stamped ‘payment due’. A second reminder will be issued on the 30th day after the invoice is issued. After this point, a new invoice with an additional late payment fee of £20 will be issued. A further late payment fee of £20 will be charged 15 days later (i.e. 60 days after the invoice was first issued).

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 should also advise us of any holidays on the booking form. Where parents or carers advise the setting of holidays at least a term in advance, these holiday periods are charged at a retainer rate of £2.15 per hour, **rising to £2.50 from 1 January 2022**. 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, otherwise full payment will be charged, this includes any lunch sessions of those children who receive grants.

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 3pm, and need 15 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...........................