



Fees Policy

St Marks Pre-school is a non-profit making, charitable organisation managed by an elected Committee of volunteers. The pre-school is dependent on the fees and Early Years Funding received to pay the staff and running costs of the pre-school.

At St Marks Pre-school, we aim to offer high quality childcare, in a safe and stimulating environment where the needs of individual children are met.

This policy seeks to establish an understanding and agreement between the Committee and all parents/carers about the expectations regarding the payment of pre-school fees.

The pre-school day

St Marks Pre-school operates three sessions per day, Monday to Friday, offering a total of 30 hours per week:

Morning	09.00am – 11.30am
Lunch	11.30am – 12.30pm
Afternoon	12.30pm – 3.00pm

Deposit

To secure a child's place at St Marks Pre-school parents will be requested to make a deposit. This deposit will be refunded in full at the end of a child's first term at pre-school. If payment of a deposit is a barrier to any family in placing a child at St Marks Pre-school, at the discretion of the Committee, the deposit will be waived.

Fees

St Marks Pre-school charges one rate per hour for all sessions regardless of which room the child is in. The hourly rate will be made known to parents/carers when the child is entered on the waiting list and/or when registration paperwork is completed.

Fees will be reviewed regularly by the Pre-school Committee. Parents/carers will be given as much notice as possible of any change in the hourly rate.

Parents will be requested to sign a '*Payment Plan Agreement*' when they register their child.

Snack

Every child is offered a healthy snack that includes fruit, vegetables, oat cakes etc. Snack is offered once during each session a child attends. Parents will be invoiced per session for snack.

Parent contribution

St Marks Pre-school offers a wide range of activities and resources which will include the provision of:

- consumable materials for creative activities

- regular or one-off visits from outside providers
- additional resources for personal care
- maintenance of pre-school grounds
- Liquid Paracetamol, suncream
- Celebration week activities and resources

The pre-school requests a parental contribution every term towards these activities. This fee will be added to the termly invoice.

Early Years Funding

The following website provides information and guidance on funding for early years: www.childcarechoices.gov.uk.

Better 2gether Funding for 2-year-olds

St Marks Pre-school offers places to children with Better 2gether Funding (2-year-old funding). Funding is available for those who meet the criteria to receive 15 hours' free childcare per week. Parents/carers must apply online and receive a confirmation letter with an application number before St Marks Pre-school can provide any funded childcare.

To learn more about Better 2gether Funding and apply online visit www.wiltshire.gov.uk/child-care-free-early-education-funding-for-2-year-olds.

Universal Entitlement for 3 and 4-year-olds

All children are entitled to receive up to 15 hours of funding per week for 38 weeks a year from the term after they turn 3 years old. The pre-school will be responsible for completing the claim forms for the 'Universal Free Entitlement' on behalf of all eligible children, based on the details given by parents on a '*Parental Declaration form*'. This form is provided by the pre-school and completed three times a year. A parent/carer's signature is required for each funding period. Parents/carers will be invoiced for any hours in excess of 15 hours per week (including those used by other settings attended) every term. Lunchtime attendance can be incorporated into the 15 hours of funding if required.

Extended Entitlement for 3 and 4-year-olds

Some parents may be eligible for an extended entitlement of 15 hours for 3 and 4-year-olds. At St Marks Pre-school we will endeavour to provide 30 hours where space allows. The extended entitlement may be used in full, or in part at the pre-school and shared with another provider. Parents/carers will be required to apply for the additional 15 hours of free childcare through HMRC and provide the pre-school with a code. Parents/carers must confirm they are still eligible for funding with HMRC every three months.

Early Years Pupil Premium (EYPP) for 3 and 4-year-olds (optional)

As an early years provider that delivers government-funded early education, St Marks Pre-school can claim the early years pupil premium for three and four-year-old children who meet the criteria. The pre-school will be responsible for completing the claim forms for EYPP on behalf of all eligible children, based on the details given by parents on a '*Parental Declaration form*'. This form is provided by the pre-school and completed each term. A parent/carer's signature is required for each funding period. This funding provides the pre-school with an additional financial contribution which can be used towards extra training or resources to help raise the quality of a child's early education.

Disability Access Fund (DAF) for 3 and 4-year-olds (optional)

Three and four-year olds who are in receipt of Child Disability Allowance and are receiving the free entitlement are eligible for DAF. This funding is paid to St Marks Pre-school as a fixed annual rate for each eligible child. The pre-school will be responsible for completing the claim forms for DAF on behalf of all eligible children, based on the details given by parents on a '*Parental Declaration form*'. This form is provided by the pre-school and completed each term. A parent/carer's signature is required for each funding period. This funding provides the pre-school with an additional financial contribution which can be used towards extra training or resources to help raise the quality of a child's early education.

Tax-Free Childcare

This offer is for working families, including the self-employed, with children under 12 (or under 17 if disabled). For every £8 parents pay in, the Government will add an extra £2, up to £2,000 per child. Tax-Free Childcare cannot be used at the same time as childcare vouchers, Universal Credit or tax credits. It can be used with the 15 hours' and 30 hours' free entitlement schemes. Parents/carers can apply for Tax-Free Childcare at the same time as applying for the extended entitlement (30 hours).

Invoicing

All parents/carers will receive an invoice by email at the end of each term (six terms, detailing hours booked, funding accessed and any fees due for the term. Invoices will be issued even if the amount due is zero. Paper copies of the invoice are available on request.

Payment of fees

Fees can be paid as follows:

1. Internet banking (BACS) – full amount by the start date of each term.
2. Using a recognised Childcare voucher scheme through your employer, either:
 - In full by the start date of each term.
 - On a monthly basis.
3. In exceptional circumstances card payment (using the card reader in the pre-school office) on the first day of each term (exact amount only).

The pre-school cannot accept cash payment for fees.

Late Payment of Fees

Penalties incurred for late payment of fees are as follows:

- Failure to pay by the first day of term will incur a surcharge of 10%.

A statement will be issued if the deadline for fee payment is missed, detailing the amount outstanding and the surcharge incurred. Arrangements can be made for regular instalments to be made, if necessary. Failure to pay may jeopardise a child's place at the pre-school.

Should a problem arise concerning payment of fees, parents should speak to the Pre-school Manager, Committee Chair or Administrator as soon as possible to enable the pre-school to come to an agreement regarding the payment. Confidentiality will be assured.

Late Collection Fee

The pre-school day ends at 3.00pm Monday to Friday. Children who are collected later than 3.10pm have an impact on the end-of-day procedures that staff are required to carry out. Additional fees will be invoiced for children that are collected past 3.10pm based on the following rate: £5.00 if collection is between 3.10pm and 3.20pm, £10.00 if collection is between 3.20pm and 3.30pm, £15.00 if collection is between 3.30pm and 3.40pm.

Absence

Fees are still due if a child is absent through sickness, medical treatment or holidays taken in term time (although, in exceptional circumstances, this may be reviewed on an individual basis). Any child absent for two weeks without notification is liable to lose their place.

Reserving sessions

At St Marks Pre-school, we are happy to consider booking provisional places for a child up to a year ahead of their start date. These cannot be guaranteed to be available. Once a child has started at St Marks Pre-school, additional sessions can be requested within the last two weeks of every term for the following term (based on 6 terms per year). These cannot be guaranteed to be available.

Notice period

The pre-school requires one academic term’s notice for termination of a place and/or reduction of sessions (based on 6 terms per year). Parents will be liable to pay for the full notice period. If the cancelled sessions are filled by another child within the notice period, the fees due may be waived at the Committee’s discretion.

This policy was adopted at a meeting of the pre-school held on.....(date)

Signed on behalf of the pre-school.....

Also see: Admissions
Managing Children who are Sick, Infectious or with Allergies

Emergency Closure

Making a Complaint