

## BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1181636

### FEES & CHARGES

The Preschool operates on a tight budget, obtained from fees paid, Government funding and fundraising. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The funds are used to cover the running costs of the Preschool as well as purchasing new equipment to support the learning and development of the children.

We are registered with the Local Educational Authority and have been approved for 2, 3 and 4 year old funding. 2 year old funding and 15 hours universal funding for 3 and 4 year old, will be **totally free** with no additional compulsory charges within the 15 hours entitlement.

The entitlement is for 570 hours a year, (the year starts the term after the child's 3<sup>rd</sup> birthday, see table), up to 15 hours a week, for 38 weeks a year, during school term times.

Birth date between	Term funding starts
1 <sup>st</sup> September – 31 <sup>st</sup> December	Following Spring term
1 <sup>st</sup> January – 31 <sup>st</sup> March	Following Summer term
1 <sup>st</sup> April – 31 <sup>st</sup> August	Following Autumn term

Parents and carers are able to choose when the 15 hours will be taken subject to spaces being available and LEA conditions being met.

Anything over the 15 hours will be charged at the current Preschool or 2-3 Club rates.

Universal funding is available from the term following a child's 3<sup>rd</sup> birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances. 30 hours funding is available at the same time as the universal funding as long as you meet the criteria. To check eligibility go to <https://www.childcarechoices.gov.uk>. This will be **totally free** with no additional compulsory charges within the 30 hours entitlement. The entitlement is for up to 30 hours a week, 1140 hours a year, (the year starts the term after the child's 3<sup>rd</sup> birthday) over no fewer than 38 weeks.

Eligible 2 year olds, receive funding the term after their 2<sup>nd</sup> birthday, (to find out if a child is eligible for 2 year funding go to <https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/free-childcare-and-learning/free-childcare-for-2-year-olds> or speak to a member of staff).

Early Education is offered within the national parameters: no session is longer than 10 hours; there is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register); we do not offer hours before 6am or after 8pm and

Early Education will only be offered to children who attend a maximum of two sites in a single day.

Parents and carers are able to choose when the 30 hours will be taken subject to spaces being available and LEA conditions being met.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours.

The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

- Once a place has been offered and accepted at any of the Preschool sessions and having commenced Preschool, fees will become payable, even during absence due to illness or holidays. Parents will be required to sign the admission form for their child, agreeing to this. If a child has to be absent over a long period of time parents/carers are asked to talk to the Supervisor/Manager.
- A deposit of £10 will be charged to secure a place at this setting. Upon receipt the manager will contact you to confirm what hours you wish your child to attend and where possible every effort will be made to accommodate your wishes. The deposit will be returned in full within 6 weeks following the first day of attendance for early education or if we are unable to fulfil the hours requested at the time of registering. This will be confirmed in writing. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated and any outstanding fees have been paid in full. The deposit will not be returned where a place is no longer required.
- Where a child who receives funding is absent due to prolonged sickness, we will have to adjust our funding claim and parents/carers will be charged at the current Preschool or 2-3 club rate, to cover the cost of retaining the space.
- Fees can be reviewed at any time by the Preschool Committee and any increases will be implemented as and when appropriate.
- Parent/carers will be given notice of any increase during the term before the increase is implemented.
- Payment for the half term for 2-3 Club, and whole term for Preschool, will be in advance and a bill will be issued at the beginning of each half-term/term. Payment will be due **within two weeks** of the issue of the bill.
- In certain cases, alternative arrangements for the payment of fees can be made, either on a weekly or daily basis. Payment will still be due for any sessions that are missed and it will be expected that the payments are at least equal to the amount calculated for that period. Please speak to the supervisor for further assistance.

- Fees can be paid by cash, cheque; payable to Beetley & District Preschool or through bank payments (details for this are included on the bill) or childcare vouchers). Any charges arising from payment in un-cleared funds will be passed on to the parent.
- Funded entitlement will be calculated each term together with any extra hours required. Payments will be 'due' as above.
- Any extra hours taken will be charged for at the time of taking; an invoice will be given to the parents/carers on the day.
- Charges for additional services such as trips will be agreed in advance with families.
- There is no charge for snacks and consumables, but voluntary donations are welcome.
- No fees will be charged if the Preschool is closed due to Bank Holidays or staff training.
- Where the Preschool has to close at short notice due to extreme weather conditions or incidents out of the staff or Committees control, e.g power cuts, no water; a refund will be made to those parents/carers who have paid for the session in advance.
- Should you wish to **leave** the setting we require **4 weeks' notice** in order that any remaining funding can be transferred to the next setting. If any additional fees have occurred and are outstanding, this will need to be paid in full before any funds can be transferred.
- Where payment of fees is not received within the payment terms, the following actions will take place:
- After 40 days a fee of £5 may be charged for late payment of fees unless an agreement has been agreed between the parents/carers and the Preschool Committee.

Age of unpaid fee	Action to be taken
14 days	Administrator will issue first reminder letter to parent(s) / carers.
30 days	Administrator will issue second reminder letter to parent(s) / guardian(s)
60 days	The Management Committee will, at the next available Committee meeting, set a date for the possible withdrawal of the child from the setting, or hours in excess of LEA funding. This will be communicated to the parent(s) / guardian(s) by the Administrator or Supervisor together with a final request for payment within 7 days.
90 days	The Management Committee will, at the next available opportunity consider legal action to recover the fees.

Reviewed & adopted at meeting 6<sup>th</sup> July 2020 *Version 2*

- In cases of hardship, families will be referred to Family Information Service, who may be able to offer some financial help.

This policy was written following guidance set out in:  
Early Education and Childcare Statutory Guidance for Local Authorities - July 2018  
Early Years Entitlements: Operational Guidance for Local Authorities and Providers – July 2018

Signed:	Chairperson	Supervisor
Date;	Date for next Review:	