



Watery Lane Preschool Fees Policy

This Fees Policy forms part of the Contract with the parents/carers and Watery Lane Preschool.

Watery Lane Preschool operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening times and hours:

Mon - Fri 8.45am – 3.15pm

Our Term dates and INSET days are the same as those of St Michael's First School.

We also offer a Breakfast Club which runs from 8.00am to 8.45am and wraparound session from 3.15pm – 5pm.

Fees and Invoicing:

- ACORN ROOM

Our sessions are:

Full day session 8.45am – 5pm

School day session 8.45am – 3.15pm

Morning session 8.45am – 12.00pm

Morning session 8.45am – 1pm

Afternoon session 1pm – 5pm

Afternoon session 1pm – 3.15pm

Fees will be charged proportionately at the rate of £7 per hour.

- OAK ROOM

Fees for children who are in receipt of the Early Years Entitlement (EYE) universal funding but who claim this elsewhere or use more than the allocated hours are either £5.96 per hour or the Somerset County Council current funding rate, whichever is greater.

We are also registered to provide the 30 hours funding (universal plus additional for those who are eligible).

It is the parent's responsibility to apply for the extended entitlement where relevant and this must be renewed by the parent before the end of the grace period. In the event that it is not renewed or the child is no longer eligible 4 weeks notice will be required to reduce the hours back down to the universal entitlement. If the hours are to be maintained then payment must be made in advance.

Our fees include drinks. Parents of all children are invoiced at the beginning of each term as follows: £20 per term (for children attending 15 hours per week plus) or £15 per term (for children attending under 15 hours per week) as a voluntary donation for snack for the whole term in addition to Christmas and leavers party food and café ingredients. If you do not wish to make this donation please speak to the Manager or Deputy Manager to discuss reasonable alternatives e.g. parents to supply snack. We provide wellington boots and waterproof over-trousers for outdoor play.

We do not supply other meals, nappies, or sun-cream.

We operate *optional* Forest School sessions for children in their pre-school year (P1). There is an additional voluntary charge for this service. At present this is £20 per term. Please note that we are only able to provide this valuable additional service due to the donations that we receive. If you do not wish to opt in for any additional activities, please speak to the Manager / Deputy Manager to discuss suitable alternatives for your child to access their entitlement hours and core provision.

Fees remain due when children are absent due to holidays or short term sickness (1 – 14 days). In cases of longer sickness a proportion of the fees may be waived at the discretion of the Committee.

Fees are payable for INSET days.

Fees are payable in cases of Emergency Closure e.g. in cases of extreme weather, electrical failure, flooding etc. Please see our Emergency Closure Policy.

Registration Fees - There is a Registration Fee of £5 per child to place their names on our Waiting List or to Register a child not yet eligible for the EYE funding. Children in receipt of EYE funding for sessions at Watery Lane Preschool will not be charged for Registration.

Deposits – We do not charge a deposit to secure a place. Please see our Admissions Policy.

Payment of Fees.

All fees must be paid weekly or monthly in advance. All parents will receive a monthly invoice to confirm how funding and/or fees (if relevant) are allocated. Payments can be made in cash, by cheque or by online transfer. Our bank account details are on the acceptance slip for this policy. A receipt will be given for all cash/cheque payments received. When paying fees parents should make payment to one of the managers (or nominated deputy in their absence) in the office to free other staff up to fulfill their duties with the children.

Any parent wishing to withdraw their child from the setting or to reduce their hours must give 4 weeks' notice in writing to enable the place to be filled without loss of revenue. EYE will be claimed for the notice period when relevant.

Please note that when booking any ad hoc sessions where an invoice has already been produced for that period then payment must be made before the child can be confirmed as booked in.

Late collection charge

During operating hours: a 10 minute grace period is allowed, thereafter, time will be rounded up to the next half hour for billing purposes.

After hours: a £5 fee will be applied for late collection beyond operating hours.

Persistent late collections beyond operating hours (After School Club): the Preschool reserves the right to terminate the child's place.

Early Years Entitlement Funding. We are in receipt of EYE funding for three and four year olds; this will be available from the funded period after your child's third birthday. In addition we are also registered for the 30 hours funding for those eligible. Please refer to www.childcarechoices.gov.uk for eligibility criteria and to apply.

EYE universal funding entitlement is 570 hours per year, starting in the term after the child's 3rd birthday. A maximum of 10 hours can be claimed in any one day. Parents can claim 15 hours per week over 3 or more days. If you require the full 15 hours of funding during a week you will be offered sessions that allow you to access this without any additional mandatory fees for the session. Should you wish to choose additional hours or an alternative pattern of attendance then the relevant fee for additional hours will be charged. You can use the funding over 3 providers in a week (but only 2 per day) but you can only claim the maximum entitlement of hours per funding period in total. An additional 570 hours maybe available to eligible families (see <http://www.somerset.gov.uk/childrens-services/early-years-for-families/30-hours-of-funded-childcare/>) . We are currently open 39 weeks of the year including INSET days.

To claim the EYE funding the following information is needed:

- Child's legal documentation – birth certificate or passport needs to be brought into the preschool on registration. A copy of this will be sent to the Early Years Funding Team to enable the EYE funding to be claimed.
- Parents claiming the Additional hours will also need to provide their eligibility code, their NI number and a consent form for this information to be shared with Somerset County Council.
- EYE funding parent declaration form - completed every term and signed by Parent

Please note: It is the parents'/carers' responsibility to produce the child's legal documentation. If it is not produced parents/carers will be charged our normal fees as we will be unable to claim EYE funding.

All fees charged relate to those hours or weeks not funded by the EYE funding. Should a session last longer than the EYE funding available, parents will be required to pay for that part of the session that exceeds the EYE funding.

Parents/carers will be required to pay for:

- hours / weeks that exceed the EYE funding allowance
- additional charges – if they choose to access the Forest School or Water Confidence sessions in the P1 year, lunches ordered.
- Any fees due MUST be paid in advance either weekly or monthly.

9 Months to 2 Year Funding for Working Families. We are in receipt of 9 months - 2 year funding for working families; this will be available from the funded period after your child turns 9 months old. Please refer to www.childcarechoices.gov.uk for eligibility criteria and to apply. We are also able to take children in receipt of the Disadvantaged 2 Year Old Funding.

9 month to 2 year funding for working families entitlement is 570 hours per year, starting in the term after the child turns 9 months old. A maximum of 10 hours can be claimed in any one day. Parents can claim 15 hours per week over 3 or more days. You can use the funding over 3 providers in a

week (but only 2 per day) but you can only claim the maximum entitlement of hours per funding period in total. We are currently open 39 weeks of the year including INSET days.

To claim the 9 month - 2 year funding for working families the following information is needed:

- Child's legal documentation – birth certificate or passport needs to be brought into the preschool on registration. A copy of this will be sent to the Early Years Funding Team to enable the funding to be claimed.
- Parents claiming the funding will also need to provide their eligibility code, their NI number and a consent form for this information to be shared with Somerset County Council.
- Parent declaration form - completed every term and signed by Parent

Please note: It is the parents'/carers' responsibility to produce the child's legal documentation. If it is not produced parents/carers will be charged our normal fees as we will be unable to claim the funding.

All fees charged relate to those hours or weeks not funded by the 9 month - 2 year funding for working families. Should a session last longer than the funding available, parents will be required to pay for that part of the session that exceeds the funding.

Parents/carers will be required to pay for:

- hours / weeks that exceed the 9 month - 2 year funding for working families allowance
- Any fees due MUST be paid in advance either weekly or monthly.

Arrears Monitoring

1. Any invoices produced will clearly show a due date.
2. The Manager or Treasurer will check payments against invoices on due date.
3. All parents/carers who have not paid will be reminded to bring the money by the end of the session.
4. If no payment has been made by the end of the session as above, follow nonpayment of fees procedure (see below)
5. If there are any problems concerning fee payments parents should speak to the Manager as soon as possible. All information discussed will be kept confidential.

Non payment of fees procedure:

1. If advance payment has not been received and arrears have not been cleared by the end of the session as noted above a late payment flat fee of £5 will be added to the outstanding debt weekly until the debt is cleared. Persistent non payment of fees may result in a 'no pay, no play' approach at the discretion of the manager.
2. Recovery of outstanding debts will be rigorously pursued through the County's Debt Collection Service.

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits. Also visit www.childcarechoices.gov.uk to find out any help you may be eligible to receive.

Childcare vouchers:

If a parent receives Child Care Vouchers through their employer they should check with the preschool that we are registered to redeem them.

Termination of the contract:

Setting – Watery Lane Preschool will only terminate this contract without notice in the event of unsuitable behaviour from parents/carers. In cases of non-payment of fees a week’s notice will be given in writing.

Parents/Carers – Are required to give 4 weeks’ notice in writing. If notice is not received then 4 weeks fees will be claimed or the EYE funding entitlement for the four weeks will be claimed.

Changes to this Policy

Parents will be notified in writing of any changes to this policy via email or Tapestry.

Links to other policies and legislation

- Please see our Prospectus, Admissions Policy, Parent Partnership, Uncollected Child Policy, Sickness Policy, Emergency Closure Policy and Arrivals and Departures Policy.
- GDPR (2018)
- Every Child Matters Outcome: Economic Wellbeing
- *General Welfare Requirement: Documentation*

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.2 Inclusive practice	2.2 Parents as partners		

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on _____

Signed on behalf of management committee _____

Name of signatory _____ Role of signatory _____

Date to be reviewed _____