

10.13 Fees

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- The hourly rate is currently **£4.50 per hour**. Sessions are flexible and run from 8-11.30am (morning session), 11.30-12.30 (lunch club) and 12.30-5.30pm (afternoon session). Parents are asked to arrive at the preschool on time and if you arrive early or late without prior arrangement, it can cause the preschool to exceed its registered number of children allowed. If you arrive late to pick up your child without prior arrangement or notification via phone, there may be a late additional fee of £10. This fee is intended as a penalty to discourage late pick up, not as a fee for additional services.
- Please remember, if you arrive early or late without prior arrangement, you can cause the preschool to exceed its registered number of children allowed.
- **From the term after a child's 3rd birthday** (depending on the exact date of the birthday) fees are paid for by the Free Entitlement (Nursery Grant) up to a maximum of 15 hours a week. In the event of the grant covering fewer weeks than our term parents will be notified the term before (via the Session Confirmation Form) that they will be billed for any extra weeks not covered by the grant. Parents then have the option of whether or not they wish their child to attend pre-school during these weeks.
- From September 2017, some children may be entitled to an additional 15 hours a week (Extended Entitlement). This is means tested and parents must apply directly through the government website. For more information please visit <https://www.childcarechoices.gov.uk/>
- The grants (Free and Extended Entitlement) come directly to the pre-school and a parent/guardian will need to sign a form at the beginning of each term. This is to verify the number of hours being taken at Downton Preschool, the number of hours taken at other settings, and all other relevant details including the date of birth. Downton Pre-school is not obliged to offer all 15/30 hours. We will try to offer as many as possible but high numbers do not always allow this.
- There is also funding available for some eligible two year olds. For more information on this and whether you are eligible, please look at the Better2gether funding website.
- Fees are payable in advance termly and an invoice is sent out during the first week of term. Settling sessions are charged for, if the child is left and is therefore in numbers. There is also a snack donation included on the invoice of a £1 per week. We provide children snack during the morning, so this helps contribute towards the cost of this.
- We will not charge a 'top up' fee for a session where the grant value per hour is lower than Preschool's fee per hour.
- Payments can be made by cheque, made payable to Downton Community Preschool or via BACs and **payment is usually requested by the end of the second week of term.**
- In certain circumstances it is possible to pay in instalments. If you would prefer this option, please speak to the manager or administrator.
- Preschool is registered with a number of Voucher Schemes and can receive fees on your behalf from these providers. Please notify the administrator if you are intending to register with a scheme via your employer.
- As sessions are pre-booked your child is assured a place, however this means that **all absences due to illness, holidays etc. must be paid for.** If there is a problem which results in long-term absence we will do our best to help.
- Occasional extra sessions can be paid for on the day, if space allows. We accept payment via card for any adhoc sessions. However, we are unable to swap sessions temporarily for children. If you wish for your child to come on a day they do not usually attend, this will be classed as additional hours and their usual session will need to be paid for.

- Once your sessions have been allocated you will need to sign a **Session Confirmation Form** confirming you accept those sessions. **Please read the declaration carefully before you sign it.** This system has been introduced to ensure that all parents are in agreement with the sessions allocated to them and committed to honour payment.
- If any parent/guardian encounters difficulties meeting the costs please speak to pre-school and we will do our best to work out an alternative payment arrangement. **If payment is not forthcoming after a reminder has been sent and alternative arrangements have been made, then the Pre-school operates a policy that the child will only be entitled to sessions covered by the Nursery Grant.** This will continue to apply until the payments are received and up to date.

This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	

