



Charging Policy

Policy Statement

St Helen's Pre-school provide sessional and all day care for children from the 2nd birthday up until reception year.

We support the entitlement to 15 hours' free early years' provision for 3 and 4 year olds and 2 year olds and also offer the extended entitlement of 30 hours for 3 and 4 year olds.

Universal free 15 hours' provision is available from the term following a child's third birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances.

Up to 15 hours of free early years provision is available for families in receipt of certain benefits. Confirmation of eligibility for free funding will be required before commencement for 2 year old funded places.

Extended entitlement for children after their third birthday up to 30 hours per week. This is available from 1st September 2017 and offered to some parents who meet the national criteria. To determine eligibility, a parent will need to apply and receive a unique code from HMRC. Written confirmation of eligibility with a code for extended entitlement must be obtained before the start of the claim period that they wish their child to receive the extended offer of 30 hours per week. Parents that receive a code after the start date will not be able to access the additional 15 hours until the following claim period.

Regulations prescribe that children become eligible for free early years provision on the dates set out below

Born on or Between	Universal Offer (15 hours) from:	Eligibility Code obtained for the Extended Offer	Extended Offer (30 hours) from:
1 st April and 31 st August	1 st September	Before 1 st September	1 st September
		On or after 1 st September	1 st January
1 st September and 31 st December	1 st January	Before 1 st September	1 st January
		On or after 1 st January	1 st April
1 st January and 31 st March	1 st April	Before 1 st April	1 st April
		On or after 1 st April	1 st September

If parents lose their eligibility for the extended offer a 'Grace Period' will be granted. The grace period enables parents to retain their childcare place for a short period if they become ineligible for 30 hours

Parents reconfirm their eligibility around every three months depending on when they first applied for 30 hours. There will be three dates attached to each code (only the local authority and provider see these dates).

The 'validity start date' is the date on which the parent has applied and been issued a code. The 'validity end date' is the parent's 'deadline' for reconfirming. Their 'grace period' date is the last date on which they should receive their 30 hours' place.

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 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, services, meals or consumables.

Procedures

- Ensure our charges are fair and affordable
- Review all charges annually.
- All parents/carers will be given notice of increased charges in the half term prior to its effective date
- The primary objective of any monetary increase is made to sustain the Pre-School.
- We will be aware of the charges made by other nursery/ Pre-School providers.
- The governments free entitlement which covers 15/30 hours per week, over a minimum of 38 weeks, will be maintained at all times subject to session availability
- Ensure that the childcare we offer is flexible and meets the needs of working parents
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their free provision

Child care charges

- Childcare provision will be available from 8.45 a.m. to 2.45 p.m. (6 hours), five days a week, term time only.
- Due to our hall contract, we close at 11.45 a.m. on every last Wednesday of each month.
- Parents are not obliged to purchase additional hours in order to secure free provision.
- The charging policy covers children accessing day care additional to the Early Years Foundation Stage funded education.

- No charge can be made for the Early Years Foundation Stage funded education place of 15/30 hours per week, but parents/carers can purchase additional childcare provision where available.
- Funding can only be claimed for actual attendance. If a child is absent due to a holiday parents will incur a charge of normal rates of sessions missed.
- A charge may also occur to funded children for non-attendance.

Pricing Structure

An itemised invoice is produced each term clearly showing sessions being charged for and the hours received free of charge due to government funding.

Payment in advance is required for any additional hours over and above the 15 hours per week free entitlement and invoices will be issued termly.

Parents and carers will not be charged a top up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

Additional sessions and services will be charged at the current sessional rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

Voluntary contributions

Voluntary contributions are requested:

- To cover the cost of trips and special events organised to enrich the delivery of the curriculum. No child will be excluded if a contribution is not received, however plans may have to be cancelled if sufficient contributions are not received.
- The following charges apply when taking a free entitlement place;
Inclusive of snack & consumables - £1 per session
The above charges are voluntary. Families are able to supply their own. It may be possible to waive or reduce these costs, please discuss this with the Manager, Jane Pears.

The sessions we offer as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.45 to 11.45	AM 8.45 to 11.45	AM 8.45 to 11.45	AM 8.45 to 11.45	AM 8.45 to 11.45
PM 11.45 to 2.45	PM 11.45 to 2.45	PM 11.45 to 2.45	PM 11.45 to 2.45	PM 11.45 to 2.45
FULL DAY 8.45 to 2.45	FULL DAY 8.45 to 2.45	FULL DAY 8.45 to 2.45	FULL DAY 8.45 to 2.45	FULL DAY 8.45 to 2.45

NOTE: AM session only on the last Wednesday of every month

Session	£ Rate
AM 8.45 to 11.45	£15.00
PM 11.45 to 2.45	£15.00
FULL DAY 8.45 to 2.45	£30.00

- For any absences, planned or unplanned (including sickness and holidays) full fees are payable to retain a child's place at the Pre-School.
- Any changes to the above pattern of attendance will require at least a half term's notice in writing.
- The Local Authority Early Years Funding Parent / Carer Claim Form must be returned each term by the mandatory date as indicated on the form.
- If the agreement is broken, the fees paid are non-refundable.
- Failure to pay your fees may result in the loss of your child's/children's place and the balance of your account being passed over to an outside agency to recover the outstanding fees.
- Payment is by Childcare vouchers and Transfer to Bank. Cash or Cheque are accepted but must be agreed in advance.
- If payment has not been received within 4 weeks of the date of the invoice then the child's/children's place at Pre-School will be at risk.
- Meals will be charged if parents do not supply food.

Additional fees

- A non-refundable deposit payment of £20 will be required to hold the place for your child once your child's place has been confirmed.
- The deposit is non-refundable, however, this includes a uniform t-shirt and sweatshirt.
- St Helen's Pre-School reserves the right to impose charges for late collection of children or for the non-collection of children up to £5.00 for every 15 minutes, to cover the additional staff costs incurred.

Non-payment fees

- A reminder of non-payment of fees will be sent after two weeks with a follow up reminder being sent.
- A letter from the Pre-School Manager will be sent with an offer of payment plan.

- A letter from the Pre-school Committee will be sent and the child's/children's place will be at risk.
- If payment has not been received within 4 weeks of the date of the invoice then the child's/children's place at Pre-School will be cancelled.
- Payment of unpaid fees will normally be pursued through the small claims court.

Setting Closure

- Refunds will not be made in the event of unexpected closure of the Pre-School, for example, due to extreme weather conditions or damage to premises
- No charge will be made for closure due to bank holidays, staff sickness and staff development days.

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: March 2019

Review Date: March 2020