



10.14a Fees Policy

Policy statement

Parents/Carers will receive invoices in advance of the half term showing amount due and by what date the fees must be paid by.

Schedule of Fees:

Hourly Rate: Children aged 2: £6.21 per hour.

Children aged 3 years or over: £6.21 per hour.

Additional Sessions above agreed hours: £6.21 per hour.

Late collection fee of £6.21 per 15 mins.

Late payment fee of £5 per week for payments not made by the invoice due date.

Other Fixed Charges and Optional Additional Charges:

Please see the below table which details the sessions in which Fixed and Optional Additional Charges are applied. We offer funded hours between the hours of 8.30am – 4.00pm Monday to Wednesday and 8.30am – 3.00pm Thursday and Friday during term time.

Breakfast Club and After Preschool Club 2 have fixed fees which cover the cost to open for a small number of children receiving a high ratio of teachers to children, the cost of utilities/being open, as well as the foods and activities offered during these times. These sessions/fixed fees are exempt from the hourly fees and funding use.

Optional additional charges are applied on top of funded hours or hourly fees.

*A minimum of 4 children must be booked into the Wrap Around Care sessions (Breakfast Club; Early Start; After Preschool Club 1; After Preschool Club 2) for these to be offered.

Session	Time	Funding allowed	Charges
Breakfast club	08.00 - 08.30	No	£4.32 per session fixed
Early start	08.30 - 09.00	Yes	£2.70 optional per session
AM	09.00 - 12.30	Yes	£1.00 optional per session
PM	12.30 - 15.00	Yes	£1.00 optional per session
After Preschool Club 1	15.00 - 16.00	Yes	£4.86 optional per session
After Preschool Club 2	16.00 - 17.00	No	£7.02 per session fixed

Wrap Around Care Optional Charges:

The optional additional charges for Early Start and After Preschool Club 1 are made on top of funded hours or hourly fees. Breakfast is included during early start. Early Start includes a selection of cereals; and After Preschool Club 1 includes a healthy snack as well as the opportunity to take part in special extra small group activities, such as, cooking which can be taken home to share, special resources, etc.

Optional Additional Charges – AM and PM:

These optional charges support the preschool in covering the costs of providing healthy snacks; enhancing preschool provisions such as Forest School, cooking ingredients, crafting materials; special occasions/celebrations throughout the year such as, visitors, experiences bought in, leavers party, etc, that is not covered by funding.

Parents can choose to opt out of these charges if you do not wish for your child to have these additional provisions.

On your registration form, you will have the following options:

I am able to support the preschool by paying the optional additional charges for my child's booked sessions. If my circumstances do not allow, and I receive an invoice with optional additional charges that I am unable to pay, I will notify the preschool by email before the fee due date.

OR

I am unable to pay the optional additional charges for my child's booked sessions and understand that my child will not receive snacks or be able to take part in enhancement activities.

If, on your registration form, you opted to support Preschool by paying the optional additional charges, but receive an invoice with optional charges that you are unable to pay, please notify preschool by email to info@charminsterpreschool.co.uk **before the fee due date** to enable us to order materials and food for the appropriate number of children.

If optional charges have not been paid by the due date, your child will be opted out of the food provisions and enhancement activities that are not covered by funding and/or fees during the relevant session(s) that the optional charges apply to.

After the due date, any payments made for optional charges to opt your child in, will be checked on each Monday during term time, meaning your child will receive the food provisions and enhancement activities from the following week.

All fees must be paid in advance BEFORE the end of the previous term/half term or in accordance with the Payment Plan Schedule.

All payments should be returned in an envelope with the Remittance slip and handed to the Pre-school Leader, Deputy Pre-school Leader or the Administrator. It is the responsibility of the parent/carer to advise the staff member that they are making a payment and the parent/carer should ensure they do not leave the premises without receiving a receipt for any payment made in cash. The Administrator will process the payment and pass it to the Accounts Administrator. Parents/carers may request a receipt or confirmation email for any other payment (cheque, voucher or BACS) at the bottom of the Remittance slip.

Payments are to be made by cash, cheque, voucher or BACS by the invoice due date.

If this system proves difficult then the issue should be raised with the Administrator, Pre-school Leader or Treasurer, who may seek approval for alternative payment terms from the Committee. If a Payment Plan is approved by the committee, the parent/carer must sign the Payment Plan Agreement and abide by its terms.

The fees, per hour, will be reviewed and agreed by the committee annually. Parents/carers should anticipate an annual increase in fees to reflect the needs of the setting at that time in line with increases in our costs and expenditure. All parents/carers will be notified in advance (via email, newsletter or letter), of any increase in fees.

Procedures

Charminster Pre-school does not charge for sessions missed for the reasons stipulated below; however, it is the responsibility of the Parent/Carer, not the Pre-school staff to inform the Administrator of the sessions missed.

- 1) **Illness:** Children suffering from the following contagious diseases must not attend Pre-school as long as they are infectious, and therefore sessions missed due to these illnesses are exempt from payment:

Chicken Pox	German Measles	Mumps	Scabies	E. coli
Measles	Whooping Cough	Impetigo	Swine Flu	

- 2) If a child has a hospital appointment, then fees will not be charged for the session missed as long as an appointment card is shown as evidence.
- 3) The Administrator should be notified in writing if a child is absent for any of the above reasons. Sessions missed for any reason other than those listed above must be paid for.
- 4) Invoices are generated based upon children's booked regular sessions for the full half term. Where a child is new to setting, any regular sessions missed due to settling in, will be refunded in the following half term's invoice.
- 5) Due to our charitable status, fees will **not** be refunded in the event that the Pre-school has to close due to bad weather or other reasons specified in the Emergency Closure Policy.
- 6) **No child will be able to attend any unfunded sessions without payment in advance.** Payment may be made in full or in payment plan instalments if the relevant paperwork has been submitted and a payment plan has been approved by the committee. If an instalment is missed the child may attend the sessions already paid for, but all unpaid and unfunded sessions may be withdrawn with immediate effect after this.
- 7) Persistent failure to pay outstanding fees will result in the child's unfunded sessions/hours being withdrawn. Re-admission to Pre-school will then be dependent on outstanding fees being paid in full and the availability of sessions.
- 8) If a cheque is not cleared by the bank, then the cost of the bank charges will be incurred by the parent/carer.
- 9) Any outstanding fees may be sought through the small claims court.
- 10) In cases of difficulty parents are advised to discuss the matter at the earliest opportunity with the Administrator, Treasurer, Chairperson or Pre-school Leader.
- 11) **Notice in writing of one month is required if places at the Pre-school are no longer needed.**

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

Further guidance

- Information Sharing: Practitioners' Guide (DfES 2006)

Failure to comply with policies, procedures and legal requirements that safeguard children constitutes gross misconduct and will result in the disciplinary process commencing.



10.14b Funding Agreement Policy

This policy sets out the terms of funding as stipulated by Dorset Council on the 2-year-old and 3 and 4-year-old funding parental agreement, and states how this is applied by Charminster Preschool.

The agreement made between parents/carers and Charminster Preschool when the funding parental agreement is signed is as follows:

*Funding cannot be claimed for any child without signed agreement each term.

Childcare providers can:

- *set the times and weeks for when they give you the completely free offer. They should clearly explain these to you and are subject to availability.*
- *withdraw the offer if your child does not attend the arranged hours on a regular basis.*
- *charge you for optional additional services that are not included in the funding, for example, meals, snacks, drinks, trips or extra activities. You must ask if you have to pay for these services before using them. Your childcare provider should give you a separate agreement for these services.*
- *where a parental agreement is amended or broken during a term, e.g. the child leaves without notice for reasons outside of those shown below, the funding will remain with the provider for a period of up to four funded weeks.*
 - *you move out of the childcare provider's area.*
 - *your child's sibling has moved or started school.*
 - *you, as the child's parent or carer have changed, gained or lost your job.*
 - *your child has long-term illness or condition, and a professional advises that a different childcare provider would be more suitable.*
 - *there are safety or quality concerns and someone has made a formal complaint to Ofsted which they have accepted.*

As a parent or carer you must:

- *use the funded hours agreed on a regular weekly basis, funding may be withdrawn with regular non-attendance.*
- *let your childcare provider know if your child is not going to attend nursery on any day and give a reason for this. Your childcare provider will record this information in their register.*
- *let your childcare provider know if your child will be absent for a holiday (maximum of 2 weeks). If your child is absent for longer than 2 weeks your childcare provider can ask for you to pay back the funding. Contact your childcare provider if your child is going to be absent because of a long-term illness.*
- *agree to the provider carrying out an initial eligibility check if you're entitled to a 30 hours funded place or the Early Years Pupil Premium funding element and for the local authority to carry out periodic checks to confirm your continued eligibility*
- *supply supporting evidence to your childcare provider if you're entitled to the disability access fund (DAF)*

Terms and conditions (childcare provider)

I, the childcare provider will:

- provide the allocated hours free of charge with no additional costs, other than optional additional services which I have explained and agreed with you. A separate agreement and clear pricing structure cover the optional additional services.
- continue to meet the criteria set out in the Local Provider Agreement for free early education places.
- Agree that funding to cover a notice period can only be retained if I have a signed parental agreement that covers the period being claimed for
- give you a copy of our privacy notice.

Charminster Preschool's policy on implementing these agreed terms:



10.14b Funding Agreement Policy

-Set the times and weeks:

Parents/carers will be asked when registering their child and termly thereafter (when possible) via session request forms, what days of the week and sessions are required or are preferred for each child. Where possible, Charminster Preschool will aim to accommodate what parents/carers have requested to those who have returned their session request forms by the specified deadline. Those who either do not return their session request form or return it / make change requests after this date, accept that they may not be able to be offered their changes/preferences or may be refused any changes at all.

Charminster Preschool must operate within the staff: child ratios set out in the Early Years Foundation Stage Statutory Framework (EYFS). Staffing is set each term based upon the occupancy levels of children. Therefore, changes of sessions and new sessions can only be offered where these legal ratios can be met.

-Withdraw the offer:

Once sessions have been agreed between Charminster Preschool and parents/carers, parents/carers should ensure that their child attends these regularly. If a child fails to attend regularly, Charminster Preschool will communicate and work with the parent/carer to support the child in accessing their funding entitlement. Where a parent/carer informs us that their child will not be attending a session on a regular basis/for a prolonged period, or if despite support a session is still unattended on a regular basis [meaning Charminster Preschool cannot claim the funding and may incur a loss in income] Charminster Preschool may withdraw this session and offer it to another child. If at a later date, the parent/carer wishes to resume this session, it will have to be requested within the session request deadline for the following term and will only be offered if another space becomes available. Charminster Preschool will make exceptions to this at our discretion on a case-by-case basis, for example, to those who's child requires extended settling in to be able to attend their full sessions or in exceptional circumstances.

-Charge you for optional additional extras:

Where a parent/carer informs us that their child will no longer attend their funded session/s on a regular basis where wrap around childcare charges have been incurred, such as breakfast club or late session, Charminster Preschool will create a credit note for the unused sessions charges/fees which will be carried over and deducted from the following terms invoice. Parents/carers may request a refund of these charges/fees, however, Charminster Preschool will charge an administration fee of £10.00 for the additional administration incurred with this option. Charminster Preschool will waive this administration fee at its discretion for occasions such as, leaving the setting due to child starting school, moving to another area, where parents/carers are experiencing financial difficulty.

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