6.5 Fees Policy and Information

Stowey Bears Preschool understands that the cost of registered childcare may seem expensive as a parent. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of our setting, we must ask the parents to respect our policy in terms of fees. We value the relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees. However, we are unable to function effectively without these payments, therefore payment plans can be arranged with our financial manager.

If fees are not paid after three late payment reminder emails, we are within our right to terminate your child's place at Stowey Bears Preschool and take legal action.

Registration Fee – All children will be charged a Registration Fee of £20.00 when they start Stowey Bears (this is for children who are able to start straight away – without holding places, if we are required to hold a place, please refer to Retainer fee). Our registration fee covers the paperwork cost, a child's Stowey Bears Tote bag and branded polo top. The Registration Fee must be paid once the contract is signed. This fee is a one-off payment and is non-refundable. Could be paid in cash or bank transfer., if paying a registration fee would put you in financial difficulties please speak to the finance manager and this fee will be waivered, however if you would like a t-shirt or tote bag for your child they will be sold to you at the current retail price

Retainer Fee – A retainer fee will be charged if a childcare place is immediately available but the child's parent does not want to take the place until sometime in the future when they are ready. A retainer fee would also be charged for booking your child into Stowey Bears Preschool in advance. Our Retainer Fee is a one-off payment and is NON-REFUNDABLE, if you decide not to use Stowey Bears Preschool as your childcare provider after booking a place for your child, you will not receive a refund.

- We ask for a **£50.00** retainer fee to secure your child's space in our setting.
- **£30.00** will be deducted from your first invoice.

- **£20.00** will be used for the Registration Fee and your child will receive a Stowey Bears tote bag and a Stowey Bears labelled top.

Settling in Sessions – We offer two settling-in sessions to see how the child settles. These sessions are an important part of a child's transition into our care. If parents would like to book further short settling-in sessions, they may do so based on availability however a charge will be issued and should be paid in advance. This can be paid via cash or bank transfer.

1 x Settling-in session with one parent present.
1 x Solo Visit.

Funded Sessions – We are registered with our Local Authority to provide the 15/30 hours free funding sessions for children aged 9 months, 2, 3 or 4.
We also accept children from 2 who are on supported funding
Our sessions are 8.50am – 11.50am, 11.50am – 12.20pm, 12.20pm- 3.20pm.
For example, *we start claiming for whole 3-hour sessions at a time so for example 2 days will be 12 hours plus 2x30minutes lunch = 13 hours claimed a week in total or say 2 and half days will be 15 hours funded + 2 x 30 minutes lunch times @ £2.50 a session so cost will be £5 a week* (plus consumables)
For 15 hours We can use completely funded hours, but these will either be 5 mornings or 5 afternoons
To use up to the 30 and no more we would be looking at 4.5 days a week to not pay the lunchtime half hour
Or for full time it will be 10 sessions over the 5 days with 5 lunch half hours payable

We can discuss funding and payable items when we complete your show arounds and settling sessions, and our finance manager is always available to answer questions at stoweybearsfinance@gmail.com

We are aware that not everyone is entitled to funding or wants to do more than their funded hours, below is a breakdown of current costs
Fees –

	Hourly Fees	Per Session	Per Day
0-2 Years	£7.50	£22.50	£45.00
2 Years of age	£6.50	£19.50	£39.00
3-4 Years of age	£5.50	£16.50	£33.00
Lunchtime Supervision Fee		£2.50 across the board.	

Consumables Fee	0-2 years - £1.00	2-4 years – £2.00	
Extra Settling sessions	0-2 years will be - £7.50 per hour.	2-3 years will be - £6.50	3- 4 years will be - £5.50

We require a minimum of 2 Sessions attendance per week. This can be One full day 8.50am-3.20pm or 2 half days.

The fee you pay covers a multitude of different costs, some more obvious than others. Here is a list of just a few.

- The personal care and supervision of your child.
- Morning snack, Lunch supervision and afternoon snack.
- Toys, educational and craft materials.
- Activities in and outside the setting.
- Tapestry updates and Reports.
- Hi-Vis vests
- Childcare and safety including first aid supplies.

Consumable and Snack fees are classed as voluntary fees and no child will be excluded if these fees are not paid, however if we do not have enough uptake of parents paying the voluntary fees we may have to increase hourly fees or charge a full half hour fee for lunch times as we need to cover staffing costs and overheads and equipment.

Additional Charges – If a child is collected more than 5 minutes after their scheduled collection time, you will incur late fees at a rate of £5.00 up to 20 minutes late and £10.00 up to 35 minutes late, and a further £10.00 per 15 minutes thereafter.

Bank Holidays – We are closed for Bank Holidays; therefore, Parents will not be charged.

Emergency Closure – Should the Preschool need to close due to circumstances outside of our control, for example, adverse weather conditions and or emergency closure we will still charge our normal fees as per your contracted hours. However, we will review this procedure depending on the length and circumstances of the closure and inform you in writing.

Outings – The cost for any outings are current being covered by our ‘Excursion Grant 24’. However, there may be an additional charge for some

outings such as a visit to the zoo, farms etc. which requires tickets for the children. All outings will be discussed with parents in advance and permission forms granted.

Paying Fees – Invoices are sent out to parents by email termly. Invoices state how much their childcare fees are and a date in which they need to be paid by, fees will be due 14 days after invoice. If there are any issues with invoices or difficulties in payment, please contact Tina Miller on Stoweybearsfinance@gmail.com

Payment options –

- We accept Bank transfer, cash, vouchers or a combination of these methods.
- We cannot refund voucher payments because of tax implications – if an overpayment occurs parents need to calculate accordingly.
- Parents are responsible for the payments. If tax credits, Tax free childcare or voucher payments are late, parents should make the payment from their own account.

Late payment/Non-payment of fees procedure.

Late payment fees are taken extremely seriously and represents a breach of the responsibilities under the contract. A late payment charge of £10.00 will be applied on the first invoice if not paid, we will then add a daily interest charge until the invoice is paid in full.
We are within our rights to suspend a childcare place, if payment is not paid in full after speaking with the management team.
If a repayment plan is required a meeting will be set up to recover the debt. A payment plan will be agreed, stating the amount, timescale and dates of payment. This will also include a default procedure. This payment plan will only be to cover the debt. All other fees will still need to be paid on time. This payment plan will be signed by both a representative of the Preschool and the parent. A copy is given to the parent and a copy retained by the Preschool. If the parent misses a payment, the child's hours will be reduced to EYE funding or 2-year-old funding until the debt is cleared (if the child is entitled to EYE or 2-year funding). If the child is not entitled to funding, then the place is withdrawn.

Notice of Leave – If you decide not to continue at Stowey Bears you must give 4 weeks' notice, to us through email or telephone call. If you leave Stowey Bears during the term, you will remain liable for fees for that half term. Please note EYE funding will only cover a notice period of 4 weeks.

To claim EYE funding the following information is needed:

Child's legal documentation – birth certificate, and a completed child registration form (on registration, a copy of these needs to be sent to EY funding team)

Early Years Entitlement Funding:

Working Families 30-hour funding 9 months- 4 years

It is the parents' responsibility to apply for this funding through the gov website https://www.gov.uk/free-childcare-if-working

The amount of free childcare you can get through Free Childcare for Working Parents depends on:

- *your child's age and circumstances*
- *whether you're working (employed, self-employed, or a director)*
- *your income (and your partner's income, if you have one)*
- *your immigration status*

You will not be eligible if either:

- *your child does not usually live with you*
- *you or your partner has an expected adjusted net income of over £100,000 in the current tax year*

once you have applied and got your code it is important that you supply us with the code and a parents National Insurance number, without these we cannot add the child to the portal and will not be able to claim the funds

Childcare tax free gov help

The government have a payment scheme that we accept where you pay through them, and they pay 20% of the fees charged this is the tax-free childcare.

Again, this is the parents' responsibility to set up and submit payments when bills are produced

You will just need to let us know if you are paying through this scheme

https://www.gov.uk/tax-free-childcare

Funding for 2-year-olds (supported)

Families with 2-year-old children who meet the criteria listed can apply for funding for 2 year olds:

- *Income support*
- *Employment & Support Allowance (Income related)- Not contribution related.*
- *Income based Job Seekers*
- *Guaranteed Element of State Pension Credit.*
- *Support under Part VI of the Immigration and Asylum Act 1999.*
- *Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190.*
- *Working Tax Credit with an annual taxable income 9as assessed by HMRC) of less than £16,190.*
- *Children who are 2 and have a statement of Special Educational Needs.*
- *Children who are 2 and have been adopted, or who have left care through special guardianship or residence orders.*

To claim funding for 2-year-olds the following information is needed:

- *Child's legal documentation – birth certificate, and signed child registration form (on registration, a copy will be sent to the EY funding team)*
- *The setting will need to see the letter held by the parent which states that their child is eligible for the 2-year-old funding.*

Please note if your child's legal documentation is not produced, you will be charged the settings normal fees as we will be unable to claim EYE or 2-year-old funding.

- *Payment for hours over EYE funding entitlement and funding for 2-year-olds – All fees charged relate to those hours or weeks not funded by the EYE funding or funding for 2-year-olds. Should a session last longer than the EYE funding or funding for 2-year-olds available, parents will be required to pay for that part of the session that exceeds the EYE funding or funding for 2-year-olds.*

15 hours Universal Funding

This funding is available for all children the term after they are 3, parents do not need to do anything apart from make sure we have been supplied with a birth certificate and a completed child registration form.

Please note the term dates may cut off during or before a holiday and just because your child's birthday is in the holiday doesn't necessarily mean they get funding (usually early April and early January birthdays are affected)

Dates are birthdays fall in between 1st Sept – 31st Dec--- funding from January

1st Jan – 31st March ----funding from 1st April

1st April – 31st August----funding from 1st June

Working Tax Credit:

- *If you receive Working Tax Credit you may be able to get some help towards the cost of childcare. For further information contact the tax credits helpline on 0845 300 3900 or visit HM Revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits*

Childcare vouchers:

- *Stowey Bears Preschool accepts childcare vouchers. Please contact our Administrator for information stoweybearsfinance@gmail.com*

Parent Responsibilities

- Supply preschool with a copy of child's birth certificate
- Sign a child registration form
- Send over the working families code and NI number asap
- Supply preschool with a copy of supported 2-year-old funding letter
- Pay bills on time

- Discuss any difficulties in paying with manager or finance manager so a payment plan can be implemented or sessions changed
- Sign the EYE funding parent declaration form – completed every term and signed by parent.
- Let the preschool know of other providers used and hours used there and supply us a contact email so we can discuss claims to stop over claiming

Termination of the contract: Stowey Bears Pre School will do everything possible to resolve any issues that may arise, however in the event of:

- *Unacceptable behaviour from a parent i.e. threatening behaviour towards any child or staff member at the setting*
- *Unacceptable behaviour from a child i.e. continual threatening behaviour to other children within the setting/staff within the setting*
- *Non - payment of fees following the payment procedure*

Immediate removal may be necessary

Changes to Fees Policy:

- *If any changes are made to Stowey Bears Fees policy which may have an impact on parents, notice of one month will be given before changes take effect.*
- *All parents need to sign to say they have been made aware of the changes to the policy.*
- *The setting will retain the returns slips and the original and updated documentation to safeguard the setting.*

Links to other policies and legislation:

- *Every child matters: Economic Wellbeing*
- *General Welfare Requirements: Documentation*

This Fees policy links to Stowey Bears Admissions policy, Uncollected child policy, Emergency closure policy, Committee roles and responsibilities policy, Parent partnership policy and Stowey Bears prospectus.

This policy was adopted by	Stowey Bears Preschool	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually	*(date)*
Signed on behalf of the provider	Rachel Penny and Tina Miller	
Name of signatory	Julia Jameson	
Role of signatory (e.g. chair, director or owner)	Chairperson	