

Safeguarding and Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and meet the needs of the children.

10.15 Fees Policy

Policy statement

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

Our opening times are:

- Monday to Friday (Term time only)
- Morning session 8.50am-11.50am. Cost **£13.80** a session for 3 and 4 year olds. **£14.85** for 2 year olds.
- Morning Including lunch 8.50am-12.20pm Cost **£15.80** for 3 & 4 year olds. **£16.85** for 2 year olds
- Afternoon session 12.20pm – 3pm. Cost **£13.80** a session for 3 and 4 year olds. **£14.85** for 2 year olds.
- Afternoon including lunch 11.50am-3.20pm Cost **£15.80** for 3 & 4 year olds. **£16.85** for 2 year olds
- All day session 8.50am – 3.20pm. Cost **£29.60** a session for 3 and 4 year olds. **£31.70** for 2 year olds, including lunch

Procedures: *This Fees Policy forms part of the contract with the parent/carer and Stowey Bears Preschool.*

- *Stowey Bears Pre School accepts children from the age of 2 years up to 4+ years (school age).*
- *Fees per hour are £4.95 for children under the age of 3 and £4.60 for children over the age of 3. These are reviewed every 3 months.*
- *Parents will be informed of any changes to the hourly rate or Fees policy via a newsletter.*
- *All sessions must be paid for. If your child misses a day due to illness or a trip/holiday, those hours must be paid as we are keeping his/her place available.*
- *If your child misses sessions due to a long term illness, e.g. -3-6 months. The Pre School will not charge for these sessions and will ensure that a place is available for your child when they are well enough to return to the Pre School. However, we cannot guarantee the same sessions that they previously attended.*
- *Fees are charged for each half term in advance. Invoices will be handed to parents/carers and all invoices are issued within the first full week of each half term. Invoices should be settled within the following two weeks of the new half term. Fees may be paid by cash, cheque (made payable to Stowey Bears Pre School) or BACS transfer.*
- *Should the Pre School 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.*

- *The Pre School will not charge for the session when it is shut due to staff training days.*
- *Unpaid fees are always pursued. If there are any problems concerning the fees being paid please contact the preschool manager who will contact our administrator, who will work with you to come to an arrangement to pay the unpaid fees.*
- *For non- payment of fees – an invoice will be sent out. Two weeks later a reminder will be sent out. If payment is not received within 2 weeks following the reminder a £5 administration charge will be added to the outstanding amount. At this point an administration fee of £5 will be added to the outstanding amount. If payment has still not been received within 45 days, or a payment plan agreed your child's place may be withdrawn from the setting (Non EYFS place) and the outstanding amount pursued through the small claims process.*
- *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 Pre School and the parent. A copy is given to the parent and a copy retained by the Pre School. 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 old funding). If the child is not entitled to EYE or 2 year old funding then the place is withdrawn.*
- *If you decide not to continue at Stowey Bears you must give 4 weeks' notice, to us in writing. If you take your child away from 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.*
- *Your child is entitled to one free session before they start. We ask that the parent /carer stay with the child during this session to help them settle in.*
- *If you would like to change the sessions that your child attends, you will need to speak to the manager who will liaise with the administrator on your behalf.*
- *We are a validated Pre-School and accept Nursery Education Funding for 3 and 4 year olds. This starts from the term following their 3rd birthday.*
- *Funding is available for a total of 30 hours per week (15 hours universal and 15 hours extended funding). This is available in blocks of a minimum of 2 hours up to a maximum of 6 hours per day. However, after 2 hours, funding will be paid for in 15 minute intervals, if need be.*
- *Parents will be expected to pay for any care received which exceeds the 15 free hours.*
- *A cooked lunch option is available for your child and is billed separately by Nether Stowey School and must be booked and paid for in advance*
- *Snacks are provided by the setting and charged at a rate of 50p per day*
- *If a child is collected more than 5mins after their scheduled collection time, you will incur late fees at a rate of £5 up to 20 minutes late and £10 up to 35mins late, and a further £10 per 15 minutes there after*

Early Years Entitlement Funding:

“Stowey Bears is 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.

EYE funding entitlement is 210 hours in the Autumn term, (equates to 14 weeks), 165 hours in the spring term (equates to 11 weeks) and 195 hours in the summer term, (equates to 13 weeks). The EYE could be taken as five 3 hour sessions, one 6 hour session and three 3 hour sessions or alternatively two 6 hour sessions and one 3 hour session. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period.”

To claim EYE funding the following information is needed:

- Child’s legal documentation – birth certificate, passport (on registration, a copy needs to be sent to EY funding team).
- EYE funding parent declaration form – completed every term and signed by parent.

Funding for 2 year olds

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 (as 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, passport (on registration, 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.

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*

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

Booking fee/Registration fee: The Pre School charges a one off fee of £20 (twenty pounds) to those children who are not entitled to EYFS funding.

- *If due to unforeseen circumstances ie – a move, illness, etc, your child is unable to attend the Pre School, the fee will be returned.*

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	<i>(name of provider)</i>
On	31 st January 2020	<i>(date)</i>
Date to be reviewed	1 st February 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Zoe Hicks	
Role of signatory (e.g. chair, director or owner)	Chairperson	