



POLICY FOR PAYING OF FEES Pre-school

This policy lays out how parents are charged. Fees are increased on an annual basis to ensure the sustainability of both the Pre-school and our out of school care.

Sessions

Funding only accepted for sessions highlighted in Red – all other sessions are charged for.

Child care can only be booked and will be charged by the session

| | Before School | Before School | Pre-school | Pre-school | Wrap around | After School | After School | After School |
|-------|---------------|---------------|-------------|-------------|-------------|--------------|--------------|--------------|
| Mon | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Tues | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Weds | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Thurs | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Fri | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |

Funded Sessions

From the term after their 3rd birthday, all 3 and 4 year olds are entitled to a claim universal funding which means they can claim 15 hours of funded early education per week over no fewer than 38 weeks of the year. Working families are able to claim up-to 30 hours of funded early education per week over no fewer than 38 weeks per year. We are also able to accept children who qualify for 15 hours of 2help funding (From April 2024 working parents of 2year old children are able to claim up-to 15hours of funded early years education)

To claim funded sessions, which are free at source, parents must sign a 'Parental Declaration Form' stating the number of hours are required and provide proof of the child's identity and home address.

Parents claiming funded sessions only will still be provided with a monthly invoice which will show a £0.00 balance.

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Non-funded Session

Fees are charged on a sessional basis for any sessions booked that are not grant funded. Please refer to the fee sheet in the welcome pack or on our website (www.birchwoodpre-school.co.uk).

Parents are able to book Ad Hoc sessions (if they are available) and these will be charged on the next invoice. They will still be charged if the child does not attend, unless we are given 3 working days' notice

Invoices are issued via 'Family" on the 1st of each month (if it is not a weekend) for that month and must be paid in full by the end of that month. Fees can be paid either by bank transfer or using childcare vouchers.

Illness or holiday

There will be no refund for sessions missed due to illness or holiday. Please ring or text the Pre-School if your child is ill. If you will be away on holiday, please send an email or write a letter to confirm the dates beforehand.

Siblings

There is no discount for siblings

Late collection penalty charge

If you are late collecting your child from Pre-School, you will incur charges in-line with our wrap-around/After School Club sessions. If you are later than the last session for After School Club, there is a £20 late collection charge.

Payment of Fees

Fees are reviewed in May/June and any increase is communicated to the parents via a letter in July for a September start.

Invoices for fees are issued on the 1st of every month. If children are ill or on holiday fees are still payable and will not be refunded due to ongoing overhead costs. Refunds will only be given in exceptional circumstances at our discretion. Fees must be paid directly into our bank account (we will only take cash in exceptional circumstances and you will be issued with a receipt)

A reminder will be issued on the day the fees become overdue, and if payment is not received we will follow debt management procedure.

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Help with paying for your childcare:

Childcare tax credits

If your child is not yet eligible for the free childcare entitlement and currently paying childcare fees, please note that you could be entitled to up to 80% of the cost back through Childcare Tax Credits based on your income. You will need to work at least 16 hours or more per week (for couples: if both parents work, one must work at least 16 hours with 24 hours between them, or one parent has to work 24 hours). For more information contact the Tax Credits Helpline on 0845 300 3900 (Open 8am-8pm 7 days a week) or visit www.hmrc.gov.uk/taxcredits.

Childcare Vouchers

If you are working, you could also get part of your childcare paid in childcare vouchers. Vouchers up to a limit of £55 per week are free from tax and national insurance, and could save a parent up to £1196 a year. Each employed parent can use vouchers, so a two parent family could save up to £2392 per year. It can also save employers money too. Ask your employer if they are registered with a childcare voucher scheme and if not encourage them to contact the Families Information Service on 01604 237935 to request a free employers guide to childcare vouchers.

BEFORE AND AFTER SCHOOL CLUB

Sessions

Funding only accepted for sessions highlighted in Red – all other sessions are charged for.

Child care can only be booked and will be charged by the session

| | Before School | Before School | Pre-school | Pre-school | Wrap around | After School | After School | After School |
|-------|---------------|---------------|-------------|-------------|-------------|--------------|--------------|--------------|
| Mon | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Tues | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Weds | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Thurs | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |
| Fri | 07.45-08.30 | 08.00-08.30 | 08.45-11.45 | 11.45-14.45 | 14.45-15.15 | 15.15-16.15 | 15.15-17.15 | 15.15-17.45 |

Fees are charged on a sessional basis for any sessions booked and these will be charged for unless we receive 3 working days' notice of non-attendance.

Please refer to the fee sheet in the welcome pack or on our website (www.birchwoodpre-school.co.uk).

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Parents are able to book Ad Hoc sessions (if they are available) and these will be charged on the next invoice. They will still be charged if the child does not attend, unless we are given 3 working days' notice

Invoices are issued via 'Family' on the 1st of each month (if it is not a weekend) for that month and must be paid in full by the end of that month. Fees can be paid either by bank transfer or using childcare vouchers.

Illness or holiday

Unless we are given 3 working days' notice, there will be no refund for sessions missed due to illness or holiday. Please ring or text the setting if your child is ill. If you will be away on holiday, please send an email or write a letter to confirm the dates beforehand.

Siblings

There is no discount for siblings at Breakfast club, however there is a 30% discount for siblings at the After School Club

Late collection penalty charge

If you are late collecting your child from After School Club you will incur charges in-line with our After School Sessions. If you are later than the last session for After School Club, there is a £20 late collection charge.

Payment of Fees

Fees are reviewed in January/February and any increase is communicated to the parents via a letter in March for an increase in April

Invoices for fees are issued on the 1st of every month. If children are ill or on holiday fees are still payable and will not be refunded due to ongoing overhead costs. Refunds will only be given in exceptional circumstances at our discretion. Fees must be paid directly into our bank account (we will only take cash in exceptional circumstances and you will be issued with a receipt)

A reminder will be issued on the day the fees become overdue, and if payment is not received we will follow debt management procedure.

This policy was reviewed by Claire Davis, December 2023

Staff Signature.....(Hard Copy)

Next Review Date May 2023

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