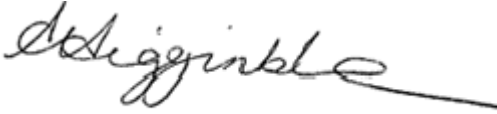





Haselbury Plucknett Pre-School Fees Policy (Learning and Growing Together)

Date ratified by Governing Body	12th December 2022
Review Cycle	Every 1 year, or when there is a change in statutory guidance or legislation
Review Date	December 2023
Signed Headteacher	
Signed COG	 R.J. Tutcher



1. Aim Haselbury Plucknett Pre-School operates a service which is fair and competitively priced. We aim to offer a high-quality service, in a safe and stimulating environment where the needs of individual children are met.

2. Core sessions

- a. Morning: 9am – 12 noon (3hours) or 9am – 1:00pm (4 hours)
- b. Afternoon: 12.00pm - 3.00pm (3hours) or 1.00pm – 3:00pm (2 hours)
- c. If your child stays for lunch, you will need to provide a packed lunch and drink.

3. Fees

- a. Current fee rates are available from the school administration office
- b. All hours must be paid for either by means of Early Years funding with prior consent and registration forms submitted to the office or via our school payment system. Work scheme childcare vouchers are accepted, these are no longer issued unless they are already part of a scheme there are no new applicants. The preschool is also part of the government's tax-free childcare scheme. Please contact the school administration office for details.
- c. Payment of fees: Invoices are issued termly in advance by hand and via school comms at least two weeks before payment is due. However, a payment dates will be clearly stated on the invoice. Payment must be made through our school payment system tax-free childcare or by childcare vouchers.
- d. Late payment of fees: Fees should be paid within 7 days of the payment date given on the invoice. If payment is not made within this timescale a reminder will be sent to the parent / carer and payment should be received within 7 days of receiving this reminder. If fees continue to be outstanding the parent will be asked to discuss a payment plan with the school office administrator or Pre-school supervisor. If this fails to resolve the situation then proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving the Early Years Entitlement will be able to remain at Haselbury Plucknett Pre-School for their funded hours.
- e. Should a problem arise concerning payment of fees, parents should speak to the school office administrator or Pre-school Supervisor as soon as possible to enable Haselbury Plucknett Pre-School to come to an agreement regarding payment. Confidentiality will, of course, be assured at all times.

4. Sickness / Pandemic / Isolation

- a. If a child is absent due to sickness, isolation or other reasons, the fee will remain in place as the setting will have kept their place open. In the case of continuing illness please speak to the school office administrator or pre-school supervisor as fees for such absences are at the discretion of Haselbury Plucknett Pre-School.
- b. If the preschool is required to close, such as in a pandemic or if a teacher is required to isolate, then fees would not be charged. If payment has already been made this will be deducted from the following invoice in the first instance or if this is not a possibility a refund will be issued via school comms or cheque.

5. Holidays / Planned absence

- a. Haselbury Plucknett Pre-School is currently closed on all Bank Holidays and Inset training days thus no fee is charged for these days.
- b. If a child has a planned holiday that falls during our opening times, fees will still be applicable to ensure the place is kept open for their return.
- c. If a parent / carer chooses to remove a child from a session, fees will still be charged. This session will not be able to be swapped to another time as this would impact child-teacher ratios.

6. Early Years Entitlement (E.Y.E.) Haselbury Plucknett Pre-School are in receipt of E.Y.E. for 3- and 4-year-olds. This is available the term following your child's third birthday and funding is also available for some eligible 2-year-olds. (Please ask the school administration office for details). E.Y.E. will fund a maximum of 10 hours per day, a maximum of 15 hours per week with a maximum of 570 hours per year. If your child is booked to attend term time only this equates to 15 hours per week for 38 weeks. To access this funding, you need to complete an E.Y.E. registration form and provide a copy of your child's birth certificate or passport prior to your child starting their funded sessions. Any hours booked above the E.Y.E. will be charge at the current hourly rate.

7. Help with Childcare Costs There are various different government schemes which you may be eligible to apply for to help with childcare costs. For example: Tax-Free Childcare, Working Tax Credit, Child Tax Credit, Universal Credit and the Childcare Voucher Scheme. Please visit <https://www.childcarechoices.gov.uk> or use the 'Childcare Calculator' at <https://www.gov.uk/childcare-calculator> to work out which type of support is best for you. Alternatively, ring the tax credits helpline on 0345 300 3900.

8. Late Collection of Children

- a. We understand that sometimes people are late due to unforeseen circumstances. As any late pick-ups will require a teacher to remain on-site after hours, it would be appreciated if you contact the school as soon as possible if you think you may not be able to collect on time. We reserve the right to charge if staffing costs are incurred.
- b. If a child remains uncollected at the end of the day and we cannot contact you or one of the child's emergency contacts, then we will be obliged to enforce our 'Uncollected Child Procedure' after 30 minutes.
- c. If children are consistently collected late, the school may request that parents seek other arrangements for their children. We value our staff and the children in our care and are mindful of the impact of late collection on them both.

9. Termination of the Contract Haselbury Plucknett Pre-School reserves the right to terminate the contract without notice in the event of non-payment of fees, following the non-payment procedure. At all other times 4 weeks' notice in writing will be given. If you wish to terminate your contract with Haselbury Plucknett Pre-School, 4 weeks' notice in writing is required. If written notice is not received 4 weeks fees will be charged and E.Y.E. will be claimed.