

Stalbridge Pre-School Fees Policy



The Committee of Stalbridge Pre-School will aim to keep the hourly charge to a reasonable amount and in line with similar settings in the local area.

Fee paying: An hourly charge will be made for children who are not eligible for Early Learning & Childcare Funding (EL&C), a fees invoice will be issued at the beginning of each term, this will show how many hours are booked for that term, how many of those hours are funded and how many are payable, an invoice will be issued at the beginning of each term, payments due **for less than £30.00** will be due immediately, payments due **above £30.00** will be split into 2 equal payments regardless of how many weeks are in each half term, it is expected that the 1st half term fees are paid immediately and the 2nd payment on the first session following the half term. A 2nd half term reminder will be issued.

Fee Charge: A slightly higher fee is charged for 2 year olds, this is due to the higher staff ratio required for 2 year olds to support their needs. (1:4 rather than 1:8 for 3 year olds). Children will be charged the 3 year olds rate from the week following their 3rd birthday.

Early Learning & Childcare funding 3 & 4 year olds: Children are eligible for 15 hours per week EL&C funding from the term following their 3rd birthday, eligible children will be included on a termly claim form, parents will be asked to complete a '**declaration**' form to show how many hours are being claimed with us and any other setting their child attends, this form needs to be returned by a given date to enable the manager to add a child to the claim form, **if this is not returned by the given date you will be issued with an invoice for full fees** as it will not be possible to add your child to the funding application for that term, there will be an hourly charge for hours children attend over any funded hours or if a child is using their EL&C entitlement at another child care setting, if these fees are unpaid you will be asked to give up extra hours above the funded hours.

* There may be charges for lunch clubs or snacks provided at the discretion of the committee, you will be made aware of any such charges in advance.

Early Learning & Childcare funding 2 year olds: It may be possible to claim funding for 2 year olds, children must be eligible for this by meeting certain criteria, please speak to the manager for further information.

Late Payment of Fees: We hope that all fees will be paid on the due dates but understand that may not always be possible, a late fees reminder will be issued for fees not received by the end of the 2nd week of each half term. Prompt payment of fees will ensure your child's place in the setting. If you have difficulties paying fees or would like to discuss different terms of payment please talk to the manager or treasurer in confidence. Extra sessions will not be allocated if there are outstanding fees owed. For children attending above their 15hrs funding non-payment of fees will incur the loss of those extra hours until payment has been made in full.

Changes to fee charges: To enable the Committee to cover running costs such as staff wages, rental, equipment purchases, insurances etc...it will at times be necessary to raise charges, you will be given advance warning of this prior to its introduction, we will endeavour to implement any changes at the start of a new term.

Child Absence: Fees are still payable when children are absent for any reason, a letter explaining the child's absence will be required, this is a requirement for funded children, continued absence may result in the a child's EL&C funding being reclaimed, if this happens you will then be expected to refund monies reclaimed to the pre-school. If a child has been absent due to long term illness it may be possible to reduce or waive the fees due, this will be at the discretion of the Committee Officers.

This policy was adopted at a committee meeting on:

Signed:	Role:	Date:
Signed:	Role:	Date: