

St Marychurch Pre-school

Fees Policy

Statement of intent

St Marychurch Pre-school is a charitable and non-profit making organisation. Fees are set by the Pre-school Management Committee and are reviewed annually.

Aim

When setting the fees the Management Committee aim to take into account the costs of staffing, rent, restocking pre-school, toys, paper, stationary and play equipment and the cost of perishable goods.

Methods

- St Marychurch Pre-school offers sessional care, Monday to Friday term time only, for 38 weeks of the year. Sessions run from :-
8.30 am to 9.00 am (early morning session chargeable)
9.00 am to 12.00 pm. (morning session).
12.00 pm to 12.30 pm (lunch club)
12.30 pm to 3.00 pm (afternoon session).
- Three to four year old children are entitled to 15 hours of free Early Years Education Entitlement per week for 38 weeks per year, the term after their third birthday. Some three to four year olds will also be entitled to 30 hours of free Early Years Education depending upon whether certain criteria is met. To access funding you will need to complete the necessary Torbay Early Years funding form and the Manager will need to see your child's birth certificate. If a child takes advantage of the lunch club session and has used up their entitlement to free funded sessions then there will be a charge of £2.15 for each lunch club attended and this charge also applies to non-funded children. If a parent becomes no longer eligible for the 30 hours funding, they will be liable to pay for any hours over the universal 15 hours, once the grace period has elapsed.
- There is also Two Year old funding available to some children if certain criteria is met.
- **Funded places:** Children who are eligible for funding but use their funding at other establishments will be charged £4.30 per hour.
- **Non-funded places:** Children **not** eligible for funding will be charged £4.30 per hour.
- Parents can pay daily, weekly, monthly, or termly in advance. Cheques should be made payable to St Marychurch Pre-school. Please note that any bank fees incurred by the Pre-school due to returned cheques will be passed on to the cheque signatory.
- Sickness - if a child is absent due to sickness, or for other reasons the fee will remain in place as the Pre-school will have kept the place open and still has to employ and pay practitioners. In the case of continued illness please speak to the Treasurer as fees for such absences are at the discretion of the Pre-school Management Committee.
- Holidays – The Pre-school is currently closed on all Bank Holidays and therefore no fees are collected for these days.

St Marychurch Pre-school Fees Policy continued.....

- Notice – if a child leaves St Marychurch Pre-school four weeks term time written notice is required and fees are payable during this notice period.
- Torbay Council will fund up to two weeks holiday during term time, for every funded child per year, providing this has been agreed in writing with the Pre-school four weeks prior to taking the holiday. However, where the funded child takes longer than the first two weeks that is funded by Torbay Council, the parent becomes responsible for any additional weeks/hours.

If a child is absent without notifying the pre-school

- St Marychurch Pre-school requires a months' notice in writing if a child is to leave pre-school before their expected date. All owed fees must be paid up to and including the last day of the written notice.
- If a child is absent for one week without explanation the pre-school will attempt to contact the parent/carer. If after two weeks the child has still not attended Pre-school, a letter will be written by the Chairperson of the Pre-school Management Committee on behalf of the Pre-school to the parents/carer.
- The letter will inform the parent/carer that depending on the circumstances, the Pre-school reserve the right to withdraw the child's place 7 days from the date of the letter. It will also state that any outstanding bills must be paid in full. The Pre-school will take steps to recover any outstanding fees.
- If a funded child moves to another setting or comes from another setting, then funding monies already allocated will be passed between the two settings, except for the 4 weeks' notice required.
- Invoices will be issued for children attending lunch club and children using their funding entitlement elsewhere.
- Receipts will be issued for all monies received.
- Please be prompt when dropping off or collecting your child as sessions run continuously throughout the day. There is a charge of £20 for persistent late collections (after the third instance) so please collect your child at the end of their session.

St Marychurch Pre-school Fees Policy continued.....

Local authority and St Marychurch Pre-school funding requirements

Parents must ensure that their child attends those sessions regularly claimed for, as agreed and signed for when applying for the funding from Torbay Council.

If the local authority auditors see a pattern of absences for example, the same missed day in a row for several weeks, they will want to see letters of absences and they will reclaim funds from the Pre-school which will be passed on to the parent/carer.

St Marychurch Pre-school will endeavour to try and help any parent/carer who is experiencing difficulty paying their bill.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.