

# 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 (lunchtime)  
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 time session and has used up their entitlement to free funded sessions then there will be a charge of £2.87 for each lunch time 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 (15 hours) available to some children if certain criteria is met.
- **Funded places:** Children who are eligible for funding but use all their funding at other establishments will be charged our hourly rate of £5.75 per hour. A voluntary charge of £2.00 per week will be made for consumables.
- **Non-funded places:** Children **not** eligible for funding will be charged £5.75 per hour. A voluntary charge of £1.00 will be made for consumables.
- St Marychurch Pre-school does not request a deposit nor charges a registration fee.
- **Consumable charge:** The government funding is intended to provide free flexible childcare, but it is not intended to cover for consumable, additional hours, or additional services. Parents should therefore expect to pay these fees, although must be voluntary for parents
- Parents can pay daily, weekly, monthly, or termly in advance. With those not paying daily, weekly, or monthly settling their invoices within 4 weeks of the invoice date.

- St Marychurch Pre-school Fees Policy continued.....
- 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.
- ‘Unplanned closure’. Should the pre-school close for reasons including (but not limited to) severe weather, public health incidents, high staff absence or significant damage to the setting. All private funding (eg funding not provided by the council) will be reimbursed to parents by crediting their next invoice or repayment if the child is leaving the setting. Funding from Torbay Council will be settled in accordance to their procedures for ‘unplanned closure’ of settings.
- 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 three weeks holiday (**maximum of two weeks at a time**) 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 three 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.
- All children will be issued with an invoice showing funded and non- funded fees.
- 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.

### **Complaints process**

If you are not satisfied that your child has received their free early education place, or the setting does not meet the requirements expected, or you are unhappy about any aspect of your child's funding from Torbay Council, then firstly, you can use the settings complaints procedure form for the following:

1. Check their entitlement
2. Check any bills/receipts and invoices that have been issued
3. Check the settings prospectus and Ofsted report

If the parent or setting is not satisfied with Torbay Council processes then they can write to the Head of Service for Early Years or follow the Torbay Council complaints procedure at [www.torbay.gov.uk/complaints](http://www.torbay.gov.uk/complaints).

If the setting or parent is not satisfied with the way in which their complaint has been dealt with by Torbay council or believes the Council has acted unreasonably, they can make a complaint to the Local Authority Ombudsman. Such complaints will only be considered when the local complaints procedures have been exhausted.

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.