



## **Fees and Finance Policy (Wellesley Park Pre-School)**

**Date: June 2021**

CEO: Sarah Watson

Headteacher Wellesley Park School: Carly Wilkins

Pre-school Manager: Tracy Sumner

Due for review: Summer Term 2022

## **Purpose**

To give clear and concise responsibility for the financial aspects of the pre-school.

## **Policy Statement**

We aim to provide high quality care and education. In order to do this effectively regular income and expenditure will be required.

Opening times are as follows: 9:00 - 3.00 term time only.

Breakfast club 8:00-9:00 term time at a cost of £3.25.

## **Scope**

This policy applies to all managers, staff and parents. We operate a service that is fair and competitively priced, and always aim to offer a high quality, safe and stimulating environment for your child.

## **Fees**

Fees are charged depending on the age of your child, as below:

<b>Aged 2-Years-Old</b>	<b>£5.00</b>
<b>Aged 3-4</b>	<b>£4.75</b>

## **Procedures for payment of fees**

- All pre-school fees are administered half-termly. An invoice will be placed and will be paid in advance.
- Any additional sessions attended will be added to the next invoice.
- Payment of fees are due at the beginning of each term in full, parents are given 10-14 days for payment to be received.
- In the event of absence, for any reason, full fees are payable. This includes absence for holidays and through illness.
- Long term illness can be discussed with the School Business Manager.
- If the pre-school is open but parents choose not to bring their child then full charges will apply.
- Parents will not be charged for Bank holidays and inset days.
- Late or non-payment of fees may result in Governors reserving the right to suspend your child's place at the pre-school until the arrears are paid in full.
- Should you decide to leave the pre-school, or drop/add sessions, please do so in writing. One month's notice is required. Full fees are payable for this period regardless of attendance. This needs to be in writing or email confirmation to the School Business Manager.
- If one month's notice isn't given by parents, then up to 4 weeks Early Years Entitlement (EYE) funding can still be claimed.

- This policy will be reviewed to ensure running costs of the setting are met and continue to provide quality care.
- Any changes to this policy will be sent to the parents in writing.
- Invoices can be paid by cash or cheque – please make cheques payable to Wellesley Park School.
- Payments will be recorded and receipted by the school office.
- Our pre- school accepts Childcare Voucher Payments which parents need to organise through their employer and Government Tax Free child-care voucher - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) .

Parents may be asked to pay additional fees where activities or outings are planned that the Nursery cannot fully fund. Details of such activities and outings will be provided to parents with details of any additional fees involved.

Fees will be reviewed six monthly and any changes will be notified to parents in writing with a minimum of 1 months' notice.

### Settling In

Parents and Carers will not be charged during the settling in period, which is up to six hours. If more than six are required – this will be chargeable.

- Grants will be administered in allocated hours in blocks as follows:
  - 3 hours can be used for a morning session
  - The morning session is 9:00 – 12:00
  - The afternoon session is 12:00 – 3:00
  - 3 hours can be used within an afternoon session

### **FUNDING FOR 2-YEAR-OLDS**

Families with two-year-old children, who meet the criteria, can apply for funding for 2 year olds. Somerset County Council will pay for a place for up to 570 hours over the year at a registered childcare provider. A maximum of 15 hours per week is available. Children become eligible in the funding period after their second birthday. For more information and to see if you are eligible visit <https://www.somerset.gov.uk/education-and-families/paying-forchildcare/funding-for-2-year-olds>.

If you are entitled to the 2 year old funding and we can offer your child/ren a place we will need to see your letter of entitlement and your child's birth certificate.

They will also receive the 15 hours EYE. If you go over your 15 hours EYE then the hourly rate of **£5.00** will apply.

### **EARLY YEARS ENTITLEMENT – 15 hours**

From the age of 3 all children are entitled to 15 hours a week funded childcare for 38 weeks a year, up to a maximum of 570 hours each year. This entitlement starts the term after your child's 3rd birthday. We will claim for this funding on your behalf subject to you providing we have:

- a copy of your child's birth certificate or passport with a signed Child Registration Form
- a completed and signed Parent's Declaration Form to claim the funding.

### **EARLY YEARS ENTITLEMENT – 30 hours**

The government has extended the above entitlement of 15 hours to 30 hours for working parents of three and four year olds for up to 38 weeks of the year.

To be eligible for this extended entitlement parents must:

- Each earn or expect to earn the equivalent to 16 hours a week at the National Minimum or Living Wage over the coming three months. Please see GOV.UK for full eligibility criteria.

This means you don't have to actually work 16 hours a week but you do need to earn at least the equivalent wage rates. 'Working' will include the employed and self-employed, and people on zero-hour contracts, and people away from work due to statutory sick pay, maternity, paternity or adoption leave, and where one parent is working and the other is in receipt of benefits due to caring responsibility or disability.

To apply visit: <https://www.somerset.gov.uk/education-and-families/paying-forchildcare/30-hours-extended-entitlement/> or call 0300 123 4097.

You will need:

- your National Insurance Number, and your partner's National Insurance Number (if applicable)
- child's legal name and correct date of birth
- a government gateway account

If you are successful you will need to provide us:

- with the 11 digit eligibility code you receive on your successful notification – begins with 500
- your child's legal name via a copy of your child's birth certificate
- the parent's name who made the claim and their National Insurance Number.
- written permission for us to verify your eligibility code.

Without all of the above we cannot verify your code with the Local Authority and we will not be able to accept this funding as payment of your fees.

### **Additional costs**

The main school can provide your child with a hot school meal if you require this. Please ask if you require a menu.

If nappies are provided by the Pre-School, these will be charge at £1 a nappy and added to the next invoice.

### **Non-payment of Fees and Arrears**

All fees not received by the due date, will be deemed late.

A £2 daily administration fee will be added to the final bill.  
Should a parent/carer have problems paying their child's fees on time they should communicate in confidence to the School Business Manager.

If an arrangement has not been made, then the following procedure will apply:

- If payments are 1 week late, a Late Reminder Invoice (LRI)
- If payments are another week late after an LRI has been issued, the pre-school will end the service and the child will not be accepted back to nursery.

Wellesley Park Pre-School thanks all parents and carers for their understanding and will do all that it can to avoid the above situation.

### **Purchasing of equipment and resources**

The pre-school has a yearly budget to spend on equipment and resources. The manager and Trust Early Years Lead will ensure that adequate stocks are maintained in the pre-school.

### **Roles and Responsibilities**

The Manager and School Business Manager are responsible for the enforcement and compliance of this policy during the day to day running of the pre-school. The manager and School Business Manager will provide interpretations in the event of the need for clarification or when there is a dispute. Overall responsibility lies with the School Business Manager.

### **Emergency Closure**

In unavoidable and exceptional circumstances, such as notifiable infection, consequential damage following a fire or severe weather, it may be necessary to close all or part of the pre-school at short notice. In line with most schools, it is not the pre-school's policy to refund fees in such circumstances.

### **Non-collection/Late collection**

In the unlikely event that a parent is more than 15 minutes late (without some contact to the pre-school) all parental contact numbers will be tried.

1. If parents cannot be reached then all emergency contacts will be tried.
2. If the pre-school is unable to contact any of those listed on the registration form then the senior staff member will contact Children's Social Care help line – Somerset Direct 0845 345 9122 - and follow the advice given.
3. A minimum of two members of staff including, where possible, the child's key worker will remain with the child until they have been collected.
4. A fee will be charged for late collection at £10 for every 15 minutes.