

## Moulton Pre-School – Funding and Fees Policy

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## Funding/Fees Policy

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

### **Statement of intent**

The preschool believes every child should be able to access a preschool place regardless of economic background, and that the preschool is a valuable resource to the local community. As a non-profit making charity we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend.

### **Aim**

- To provide information of our fees to our parents and carers.
- To identify the preschool opening times and charges.
- To assist parents when circumstances change that effect payments.
- To clarify our process for unpaid invoices.
- To inform parents of the procedure in the unlikely event that a session cannot be run.

### **Method**

- Under the constitution adopted by the Preschool Committee, the Committee has responsibility for setting the levels of charges for a session of attendance at the Preschool
- Moulton Pre-school do not charge a Registration Fee. However, we do require a £50 deposit to hold a place, this is fully refundable with first invoice.
- We aim to issue invoices by the end of the third week of each half term and must be paid by the date stated on the invoice.
- If your child is absent for any reason i.e. due to illness or holiday your session fees still remains payable.
- Fees can be paid by cheque, Bank Transfer or childcare vouchers.
- When paying by cheque please make payable to Moulton Pre-School or if cash please place in an envelope and mark it with your child's name and date.
- To use childcare vouchers parents must liaise with the treasurer to set this up.
- Where families have financial difficulties making fee payments, the Committee will work together with the parents/carers to determine a suitable payment schedule. The details of these discussions and consequent arrangements will remain confidential at all times and individual to families' circumstances.

### **Funding**

- Local authority funded places are available under the terms of the local Provider Agreement made between the preschool and Suffolk County Council, for eligible, two, three and four year old children.
- The term after their third birthday, children become entitled to 570 hours over a period of 38 weeks a year (which is 15 hours per week). If you attend more than 15 hours per week you will be charged £5.80 (Sept 2020) per hour for the extra hours.
- Funding forms will be issued at the beginning of each term; they must be filled in and returned by the date on the covering letter in order to claim the funding.
- In order to maintain the sustainability of the Pre-School there is an additional voluntary charge of £2 per child per session. This additional charge covers things such as consumables, snacks, sun cream and additional

extracurricular activities such as Mrs Melody. The charge can be waived in some circumstances so please speak to the Manager about this if you think it applies to you.

## **Fees**

- The fees are reviewed annually and any decisions made would be communicated to the parents/carers in plenty of time before taking effect.
- As far as possible the fees to be charged will be kept to a minimum, whilst remaining competitive within the local market and helping to maintain the Preschool as a viable concern
- Fees are £5.80 per hour (Sept 2021) and are reviewed annually.
- Our opening times are:
  - Mon 9:15am – 14:15
  - Wed 9:15am – 14:15
  - Fri 9:15am – 14:15
- Should our opening hours require permanent change, we will inform our parents and carers with our proposal.
- In order to maintain the sustainability of the Pre-School there is a voluntary 'consumables' charge of £10 per child per term. This additional charge covers things such as consumables, snacks, sun cream and additional extracurricular activities such as Mrs Melody. The charge can be waived in some circumstances so please speak to the Manager about this if you think it applies to you.

Fees and Additional Charges are collected at the start of each half-term by issuing an invoice.

## **Ways to pay**

- Payment is requested to be paid 14 days from invoice date/being presented unless a prior arrangement is agreed with the Manager or Chair.
- We encourage parents and carers to pay us directly into our bank account, details listed below. To pay this way, parents and carers are asked to the invoice number as a reference.

Bank: Barclays Bank Newmarket

Sort code: 20-60-38

Account: 70655880.

- We accept cash.
- Cash should be provided in an envelope clearly stating the amount and the child the fee is for.
- Fees not paid in a reasonable amount of time will follow our Late Fees process.

## **Late fees**

If parents and carers have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents and carers in genuine financial difficulties.

- We aim to issue invoices by the end of the third week of each half term with a deadline of 14 days for payment.
- After 14 days, should payment not be received, a letter will be issued by the Treasurer or Manager to remind the parent/carer. Should the parent be in financial difficulties we will try to arrange a payment plan.

- If after a further 5 days, the Treasurer or Manager have not been contacted, a formal written reminder will be issued. An additional charge of 5% will be added to the invoice.
- If fees remain unpaid or unresolved, it is regrettable that we may be forced to offer the child's place to another child on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.
- If fees are paid following a **formal** written reminder:-
  - i. The Pre-School reserves the right to request a £100 deposit to be held as security against future late or non-payment.
  - ii. Any deposit remaining will be refunded on the child leaving the Pre-School.
  - iii. Any sums due to the Pre-School on leaving will be deducted from the deposit.
  - iv. The Pre-School will be entitled to any interest earned on the deposit.

### **Late Collection of your child**

If you do not pick up your child on time at the end of the session a late collection fee may be required. The charge for late collection at the end of the nursery session will be £2 per quarter of an hour with a minimum charge of £4.40.

### **Notice**

- Parents and Carers may choose to move their child to another setting.
- Parents and Carers may choose to reduce the number of hours their child uses a week.
- We require a terms notice (6 weeks) if you intend to remove your child from the Pre-School or reduce their hours. This should be provided in writing.
- Our staffing levels are determined by the of children that we have on our records.
- Our budget ensures there is adequate staffing for each day based on the number of children.
- When notice is not given the Pre-School will charge for fees in lieu of notice.

### **Refund of fees**

- Refunds will only be paid if an over payment has been made and it is not possible to carry the fee over to the next half-term.
- There is no refund if your child is sick from a planned time at Pre-School.
- There is no refund if a child is absent even with notice.

### **Closure of the Pre-School**

- In the event that the Pre-School is unable to open for a day, the Pre-School will give as much notice as possible to parents. We aim to give at least 24 hours notice of such a situation.
- The Pre-School may offer an alternative set of hours in place of the cancelled time in lieu of a refund.