**10.16**

**Preschool fees policy - including Early years entitlement and 30 hour funding**

**Policy statement**

High Ham Pre-school operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. You are able to access sessional or full day care from 8.45am – 3.15pm Monday – Friday, term time only. The pre-school is able to provide 20 places for children aged between 2 and 5 years old.

To receive Early years entitlement a pre-school must be registered with Ofsted, which requires pre-schools to comply with the Early Years Foundation Stage Welfare Requirements. These Standards promote a good quality of child care.

**Fees**

**What is the cost?**

Individual hourly rate is currently £3.95 per hour for 2-3 year olds and £3.75 for 3+ year olds.

All hours must be paid for. Session times are 8.45-11.45 (morning) 11.45-12.45 (lunchtime) 12.45-3.15 (afternoon), fees will be charged by the session as a minimum.

**Procedures**

* Fees are billed termly and will be broken down into half-termly payments as stated on the invoice.
* Bills will be printed and handed to you or put in your child’s bag.
* Online payments are preferred, however cheques are accepted and should be made payable to ‘High Ham Pre-school’.
* Payment plans may be set up and weekly payments can be accepted
* All fees must be paid promptly.
* There will be a charge of £15.00 if the bank returns un-cleared cheques.
* Fees are non-refundable in cases of absence, holiday or illness. In the case of prolonged illness please speak to the manager.
* Repeated non-payment may mean that your child will be excluded from the pre-school.
* Should fees not be paid and alternative arrangements not prior agreed with the preschool, a letter signed by the management committee requesting payment of outstanding fees within 14 days after the date fees were due will be sent to parents. Should no further attempt be made by the parents to agree any alternative arrangements the matter will be referred to our legal advisor, and the child's place withdrawn.
* If any parents have any problems with payment, please speak to the Manager or the Administrator.
* All parents will be billed for a one off registration fee of **£5:00** when their child starts pre-school, to cover ever increasing administrative costs (unless the child’s entire take up of sessions is funded i.e. no fees applicable).
* Parents/Carers are able to make changes to their child’s hours if we can accommodate this, please give us 4 weeks’ notice of any change. Please speak to the manager regarding this.
* Parents and carers are required to give at least 4 weeks’ notice in writing if a place is no longer required for their child. Early years entitlement will be retained if notice is not served, as will other fees due for the same period.
* Late collection – repetitive late collection will result in a charge being made to the parent/carer of £10 every half an hour. Prior provision should be made for the child to attend Monkey Madness wrap around care.
* The way High Ham Preschool allocates the 30 hour funding is subject to change.

# Early Years Entitlement (Universal and Additional hours) and Funding for 2 year olds

**The Early Years Entitlement in Somerset**

Somerset offers 570 Early Years Entitlement (EYE) hours a year for eligible 2, 3 and 4 year olds. Where possible, High Ham Preschool will organise the Early Years Entitlement hours flexibly to meet the needs of parents/Carers.

**Early Years Entitlement - Universal**

The Early Years Entitlement (EYE) is provided for every three and four-year-old child, and is intended to fund a maximum of 15 hours per week (unless you are entitled to the additional 15 hours under the additional 15 hour funding scheme, see below). As demand for places is high the number of hours available to each child may be less than 15/30.

There is some flexibility in how EYE is used so that it may be stretched over more weeks if using less than the maximum 15 hours per week or stretched between terms if term lengths do not correlate with the available funding. Once a child exceeds 15 hours or the maximum amount of funding per term, fees will be charged per hour. If a child attends an ad hoc session these hours can also be added to the EYE but if the child exceeds 15 hours in that week, despite having available funding for the term, we shall have to charge for the extra hours.

To enable us to claim EYE for your child, please provide the Pre-school with a copy of your child’s birth certificate or passport; we will not be able to apply without this evidence. Your child will become eligible for the funding in the first funding period following their 3rd birthday; the periods are shown below:

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| --- | --- |
|  |  |
| Autumn: | 1st September – 31st December |
| Spring: | 1st January – 31st March |
| Summer: | 1st April – 31st August |

**Additional 15 hours funding for 3-4 year olds**

Providing you meet specific criteria and it is of benefit for you to apply for this scheme, we will be happy to accept children for the additional 15 hours funding from 1st September 2017.

Spaces for this will fill quickly, and will be offered on a ‘need’ basis rather than a ‘want’ and will be at the discretion of the preschool manager. The manager will work together with families to provide the best and most suitable way of accessing as many of the additional hours as possible, as High Ham Preschool may not be able to offer the full ‘30’ hours to every child. We will not be allocating specific sessions or days. However, we will work together for the best possible solution. We are asking families to be sensitive when booking your child’s sessions in preschool, and not to take advantage of the additional 15 hour scheme. If you are not entitled to the 30 hour funding it will not affect your child’s current 15 hour universal early years entitlement that is already set up for 3-4 year old children. To apply for this scheme, you need to check your eligibility and **YOU** need to apply online at <https://childcare-support.tax.service.gov.uk/>. You will then receive a ‘DERN’ code. Please then complete the ‘30 Hours Extended Entitlement – Consent Form for High Ham Preschool’ in the prospectus or available from preschool.

Once **you** have checked your eligibility and **you** have applied you will need to provide us with

* 11 digit ‘DERN’ code (begins with 5000)
* Child’s name and DOB
* Parent/s name and their National Insurance Number

We ‘MUST’ receive this information so we can accept your child for the additional funded hours, we can then work with you to decide the best way to access your 30 hours funded childcare.

It is up to you as parents/carers to apply, however, support will be given by the manager.

High Ham Preschool will not guarantee that we can provide all of your additional hours as sessions will be booked on a first come first served basis.

**30 hours- mid-term eligibility- important** - Parents are encouraged to apply the term before your child meets the age criteria to ensure you can access a place at the start of the funding period after their child turns three. If not, you will need to wait until the following funding period to access their extended entitlement hours. See funding periods above.

**Wrap around care**

You can also use the 15/30 hour funding to access the wrap around care at High Ham Preschool. However, if your child attends, preschool, breakfast club and/ or Monkey Madness for more than 15/30 hours per week you will be charged the current hourly rate.

**Funded early learning and childcare for two year olds**

This is part of a national initiative by the Department for Education (DfE) to improve outcomes for identified two year olds who would benefit from access to high quality early years and childcare provision. Somerset offers 570 hours per year for eligible 2 year olds from the funding period after their second birthday. If your child is eligible for two-year-old funding it will be offered at High Ham Preschool as the 3-4 year old EYE universal funding (see above). We will need to be provided with proof of your entitlement and your child’s legal documentation before securing sessions and any additional hours will be charged at the relevant hourly rate**.** Please note that

funding for 2 year old places is limited, and providers and families must meet the specified criteria.

**Note**:  *It is the parents/carers responsibility to provide legal documentation and proof of their entitlement. If this proof is not produced within two weeks of funding entitlement starting at preschool parents/carers will be charged the setting’s normal fees as we are unable to claim EYE funding. It is advisable to supply the documentation required before your child takes up a place*.

**Debt Management**

**Monitoring Payments in Arrears**

Procedure

* Date is set for payments on your childs invoice
* The administrator will check payments against the invoices on the due date, and recorded on your child’s file
* All parents/carers who have not paid will be contacted verbally or in writing to remind them of the payment date and expectation of when the payment is due i.e end of the week
* If the payment is not received by the agreed date (as above) High Ham Preschool will then follow the non-payment of fees procedure (see below)

**Non-payment of fees**

Procedure

* Arrears procedure followed (above)
* The manger and administrator will organise a meeting with parents/carers to set up a payment plan. This will be within one week of the agreed date as laid out in the arrears procedure. The payment plan will be agreed between High Ham Preschool and parents/carers with specific dates for regular payments to reduce the outstanding amount realistically.
* If parent/carer defaults on the payment plan:

*Entitled to EYE* - You will be set a date for the missed payment to be made. If this payment is not met your child’s hours will be reduced to EYE hours only until the debt is cleared. If the debt is not cleared or payments within the payment plan are not made then your child’s place will be withdrawn.

*Not entitled to EYE* - You will be set a date for the missed payment to be made. If this payment is not met your child’s place will be withdrawn.

* If your child’s place is withdrawn, we will arrange a meeting to discuss this with you and follow up in writing.
* We will then begin the procedure of recovering the outstanding debt by means of court action or a debt recovery agent. You will be informed of this by letter.

**Termination of Contract**

**Terminating your contract**

High Ham Preschool reserves the right to terminate the contract without notice in the event of unsuitable behaviour for parents or non-payment of fees following the non-payment procedure. At all other times one months’ notice in writing will be given.

If you wish to terminate your contract with High Ham Preschool 4 weeks’ notice in writing is required. If written notice is not received 4 weeks’ fees will be charged, and EYE for those 4 weeks will be claimed.

**Fees Review**

Fees will be set by the Committee and reviewed annually, at the first committee meeting following the AGM. Fees sometimes need to be increased enable High Ham Preschool to cover the running costs of the setting and to continue to provide quality care and education. Parents will be notified of any change to fees in writing giving at least half a terms notice.

**Legal framework**

Relevant Acts of Parliament that form the foundation of the legal requirements for this policy or

procedure:

* Equalities Act (2010)
* Safeguarding Vulnerable Groups Act (2006)
* Children Act (1989 s47)
* Protection of Children Act (1999)
* Data Protection Act (1998)
* The Children Act (Every Child Matters) (2004)

**Further guidance**

* Can be found at www.legislation.gov.uk, or www.hse.gov.uk, or other government websites
* <https://childcare-support.tax.service.gov.uk/>.
* <https://www.gov.uk/childcare-calculator>

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |