



## **Fees Policy and Prices**

### **Policy Statement**

Bradford Abbas Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. Opening times and hours for the setting are:

Monday	9am – 3pm
Tuesday	9am – 12pm
Wednesday	9am – 12pm
Thursday	9am – 12pm
Friday	9am – 3pm

### **Procedures**

#### Fees

##### Free early education for 2, 3/4 year olds

The Government currently provides free early education places for all 3 and 4 year olds from the term following their third birthday. In addition funding for eligible 2 year olds is available. Bradford Abbas Pre-School is able to accept children from the age of 2 years. Each eligible child is able to attend up to 15 hours per week for 38 weeks per year free of charge. The funding is sent directly to the Pre-School and no charge is made to the parent.

Legal documentation will need to be seen by the manager to ensure children are eligible for EYE and 2 year old funding, i.e. birth certificate, passport, letter held by parent/carer which states that their child is eligible for 2 year old funding. If documentation is not produced parents/carers will be charged the setting's normal fees as Bradford Abbas Pre-School are unable to claim the free early education funding.

##### 30 hours free early education

Eligible children must be 3 or 4 years old by 31 March to be eligible from 1 April. Parents/carers can apply on-line and must provide the required information to Bradford Abbas Pre-school in order to receive the additional free hours. Currently Bradford Abbas pre-school is only able to offer an additional six hours on a Monday and Friday. We are however able to work in partnership with other providers, i.e. childminders and day nurseries, to provide the 30 hours, for example part of wraparound care which meets the needs of working parents.

### Sessions

Bradford Abbas Pre-school currently offers a choice of session, short morning sessions run from 9am-12pm Monday to Friday, long morning sessions run from 9am-1pm Mondays & Fridays, full day sessions run from 9am-3pm Mondays & Fridays. Any children eligible for 15 hours EYE and 2 year old funding are able to use their government vouchers during the short morning sessions, all additional hours will be charged to the parent. Any children eligible for 30 hours funding will be able to use their government vouchers across all sessions. This is subject to change due to occupancy levels.

Fees are payable all times as detailed below.

### Pre-School fees for fee paying children

<b>Session</b>	<b>Time</b>	<b>£</b>	
Short Morning (Mon, Tues, Wed, Thurs, Fri)	9:00 – 12:00	£15.50	Inc. morning snack
Long Morning (Mon & Fri)	9:00 – 13:00	£20.50	Inc. morning snack
Full Day (Mon & Fri)	9:00 – 15:00	£31.00	Inc. morning and afternoon snack
Per Hour		£5.00	
Voluntary Contribution	Morning Sessions	60p	
	Full Day Sessions	£1.20	

### Pre School Fees for children eligible for 15 and 30 hours free early education funding

Additional hours used over the 15 hour allowance £5.00 per hour

#### Voluntary Contribution:

Children attending a morning session 60p  
Children attending a full day session £1.20

### Voluntary Contribution

The funding received from the Government does not cover the cost of providing snacks and other consumable items. Early Years settings are therefore allowed to ask parents/cares to make a voluntary contribution to cover these costs. This contribution applies to children receiving the government funded 15 and 30 hours funding. Currently, Bradford Abbas Pre-school is suggesting a 60p per child/per morning session contribution and a £1.20 per child/per full day session contribution.

### Payment Terms

Pre-School fees are payable half-term, **in advance**. Parents are sent an invoice prior to the beginning of every term showing the fees due for the half term. Invoices will show the payment date for fees. Payment can be made by cash, cheque or bank transfer and should be placed in an envelope and handed to the Pre-School Manager. Cheques should be made payable to Bradford Abbas Pre-School and should not be post-dated.

### Absences and Holidays

Fees must still be paid when a child is sick or absent for any reason. Fees are not due on days that the Pre-School is closed as detailed below under Pre-School Closure.

If a family are planning an extended period of absence for the child, they should discuss this with the Pre-School Manager.

### Pre-School closure

Children who are in receipt of the free early education funding do not receive additional sessions/transfers when the Pre-School is closed on Bank Holidays and other forced one day closures such as Government Elections.

If the government in forces long term closures, beyond our control, and continue to provide the early years funding, we will **NOT** open for additional sessions.

Children who are fee payers will still be required to continue paying fees. This is to ensure that all children and their families follow the same protocol and are equally supporting the pre-school to remain open long term in times of hardship. Our insurance company will not be covering any shortfall.

We will **NOT** be requesting voluntary contributions to be paid for long term closures. Staff, and day to day out goings will still have to be paid in these rare situations.

Closure for inset sessions (staff training) are not chargeable to fee paying children. However children in receipt of free early education funding will be able to transfer their hours to cover the 39th week the Pre-School is open. If this is not possible due to Bradford Abbas Pre-School being open 38 weeks, the funding will be returned to Dorset County Council.

Bradford Abbas Pre-School reserves the right to charge the session fees for children who are in receipt of free early education funding when the Pre-School is open beyond the funded 38 weeks.

### Late collection of children

Bradford Abbas Pre-School must ensure they adhere to legal requirements on staff ratios and have at least two staff on the premises at all times. **Late collection of a child will be charged at £5.00 for every 15 minutes which will be payable at the point of late collection.** The Pre-School Manager has the right to wave this fee for exceptional circumstances and parent/carers should contact the Pre-School in advance if they are aware of difficulties in the collection of their child.

### Payment Difficulties

If a family has difficulty making payments they should discuss this with the Pre-School Manager **immediately**. The Pre-School Manager may be able to make arrangements for delayed or staged payments at the discretion of the Management Committee, and to reduce the amount of unfunded sessions the child is attending until the arrears are cleared. The parent will be asked to sign a document stating the arrangements for payment that have been agreed between the parent and the Pre-School.

### Late Payment Fine

**If no payment is received within 2 weeks of the due date of the invoice a fine of £10 will be immediately added to the total on the invoice.** A letter will be sent to the family with a copy of the invoice, requesting the amount due plus the £10. If payment is still due 1 week after the reminder letter has been sent, and no payment arrangements have been agreed with the Management Committee, then Bradford Abbas Pre-School reserves the right to reallocate the Pre-School place to another child. Bradford Abbas Pre-School also reserves the right to commence legal proceedings at this point, and may at their discretion pursue the debt through the small claims court.

### Changing of sessions and hours

Bradford Abbas Pre-School tries to be flexible when parents have a need to change their child's session day or hours. Requests must be made in writing with at least two weeks' notice (term time) alternatively fees are paid for time in lieu of notice.

### Termination of child's place by parent

Bradford Abbas Pre-School requires a 4 week notice period (term time) in writing handed to the Pre-School Manager. If written notice is **not** received, 4 weeks fees will be charged and free early education funding for the 4 weeks will be claimed.

### Termination of child's place by Bradford Abbas Pre-School

Bradford Abbas Pre-School reserves the right to terminate a child's place in the event of unsuitable behaviour from the parent/carer or non-payment of fees in accordance with the Late Payment Fine section above. At all other times Bradford Abbas Pre-School will provide a notice period of 4 weeks in writing.

### Review of fees

Fees are reviewed annually in July to enable the setting to cover the running costs of Bradford Abbas Pre-School and continue to provide quality care and education. Parents/carers will be informed of changes to fees 1 month in advance by letter and email bulletins.

### Review of Fees Policy

The fees policy is reviewed annually in July or when necessary because of changes in government legislation. Parents/carers will be informed in writing 1 month before the changes apply. Parent/carers will be required to sign a slip and return confirming they are aware and agree to abide by the changes.

### Legal Framework

Statutory Guidance for Local Authorities on Free Early Education and Childcare (DFE 2014)

This Policy was adopted at a meeting of

Bradford Abbas Pre-school  
Committee

Held on

Date to be reviewed

Signed on behalf of the management  
Committee

Name of signatory

Sally Taylor

Role of signatory

Chairperson