

11.1 Policy for fees

Policy statement

The fees policy set out below advises parents/guardians of our current arrangements for the management of fees for their children at Little Acorns Pre-School. Prompt payment of fees is essential to ensuring that we can manage the day-to-day costs of running the pre-school.

The Government gives funding to local councils to support the provision of free, part-time early learning for all 3 and 4 year olds.

Children can start receiving free Early Years education in the term following their third birthday until they are of statutory school age.

Who is eligible?

Eligibility for free Early Years education

| <i>A child born between:</i> | <i>Is eligible from:</i> |
|------------------------------|--------------------------|
| 1 September and 31 December | Spring term |
| 1 January and 31 March | Summer term |
| 1 April and 31 August | Autumn term |

Parents can apply for their child's entitlement, up to 30 free hours of nursery education a week, by completing a parent/provider form issued by the Pre-School

The Pre-school will allocate the free entitlement hours and then charge any other hours requested at our current rates. (See appendix below)

- An annual consumables fee is payable when reserving a place at pre-school. This fee is non refundable. Please refer to the current list of charges published in the pre-school [in the appendix to this policy].

- A lunch club is available to all children. Places will be allocated by the Registrations Clerk in advance on a first come, first served basis up to a maximum of 35. Daily requests can be made if there are available spaces. Payment can be made by cash, cheque or childcare voucher. Please refer to the current list of charges published in the pre-school. It is recommended that you pre-book at least two days in advance for these ad hoc places. Please see our Lunch Club Policy for full details.
- Fees will be invoiced at three periods in the year: September, January and April. These invoices will cover the child's regular hours. Any extra hours for ad hoc sessions will be invoiced regularly.
- Fees are invoiced prior to the end of a term for the following term, to allow management to employ and rota staff appropriately.
- Payment can be made by cheque, bank transfer, cash or childcare vouchers. If payment for the term is in full, it must be received by the second Friday of term. If payment is monthly by childcare vouchers, the Pre-School Manager must be informed. All fees must be paid by the end of term.
- Failure to pay fees by the second Friday of each term (unless payment is monthly) will result in a single reminder with a request to pay. If fees remain outstanding sessions will be reduced or cancelled and all lunch club places will be cancelled. Following a non-payment, the fees will be requested on a weekly basis and any lunch club places will be on a cash only basis.
- If any parent/guardian is experiencing difficulty in meeting the fees either through the timing of the invoice or through the amount, then we would urge you to discuss alternative payment options with the Pre-school Manager as soon as possible. It is our wish to retain a positive relationship with our parents/guardians. We therefore would prefer to resolve issues before they escalate. Clearly, cancellation of sessions is not a desirable outcome for either pre-school or parent.
- Parents/guardians are required to give six weeks' notice, in writing, when they wish to remove their child from the pre-school or cancel booked sessions. If this falls during the term-time, and fees have already been paid, then a refund will be made for the time between the end of the notice period and the end of term. Failure to give such notice will result in any refund being reduced appropriately to cover the notice period.
- If a child does not take up a reserved place, we reserve the right to invoice parents the equivalent of up to six weeks in fees.

- Fees and lunch clubs continue to be paid during a child's holiday period or absence, if this falls in term time.
- We reserve the right to recover any fees that remain unpaid, through appropriate legal action.
- We review all our fees annually and we will notify parents of any changes to these, a term in advance.
- If you have any complaint or problems relating to any part of the fees, there is an appeals process in place. The first stage is to put the comments in writing to the Fees Treasurer. If a satisfactory reply cannot be given, it will be taken to the Appeals Committee, which will include a representative of the Pre-School Learning Alliance [PLA].

Pre-School Holidays and Closures

We are open for 38 weeks per year. The holidays are fixed and fall within the local school holidays at Christmas, Easter and in the summer. Term dates are advertised on our website and newsletters.

The Pre-School may be closed at short notice due to extreme circumstances, including but not limited to staff shortages, service failures, natural disasters and terrorist attacks. Fees will not be refunded in the event of Pre-School closure due to extreme circumstances.

Appendix

Current charges as at September 2020

| | |
|---------------------------------------------------------------|---------------------------------------|
| Annual Consumables Fee | £30 |
| Unfunded Sessions Hourly Rate | £6.60 |
| Un-funded Sessions – 3 hours | £19.80 per session |
| Lunch Sessions | £6.60 per session |
| After School Club - Pre-School Hourly Rate | £6.60 £15.00 for the whole session |
| After School Club – Colleton School Foundation Session | £15 per session |

Children who are funded can access hours between 0845 and 1515 during term time. Extra hours can be purchased as per the tariff outlined above.

This policy was adopted/reviewed at a meeting of

Little Acorns

(name of provider)

Held on

24th February 2021

(date)

Date to be reviewed

January 2022

(date)

Signed on behalf of the management committee

Name of signatory

Samantha Davies

Role of signatory (e.g. chair/owner)

Secretary