

## St Michael's Pre-school

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## Administration

### 4.2 Fees Policy

#### Policy statement

We are a non-profit making charity with many overheads, i.e. staff wages; rent; insurance; etc. Our revenue is mainly generated by funding, grants and fees. Therefore, we rely on the prompt attention to the return of funding forms and the payment of fees to cover our overheads. The pre-school also actively fundraise for the purchase of new equipment, materials and visits.

#### EYFS Key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive practice	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting learning	3.2 Supporting every child 3.4 The wider context	4.4 Areas of learning and development

#### Principles and Procedures

We have both funded and fee-paying children. We claim funding directly from the County Council, in relation to Free Early Education and Childcare schemes; 15 hours free childcare for 3 and 4-year-olds, free education and childcare for 2 year olds and 30 Hours Free Childcare. We invoice parents of the children who are not funded, or for children who have additional sessions beyond the allocated funded sessions.

#### 15 hours free childcare for 3 and 4-year-olds

Three and four-year-old children receive government funding from the term after their third birthday. This is called the Free Early Education Scheme for 3/4-year-olds and each child is entitled to a maximum of 15 hours per week, for 38 weeks per year. This funding continues until

the child starts primary school. The pre-school will need to see proof of age, i.e. a Birth Certificate or Passport, for age verification before any claim can be made. A copy of the document provided will be kept for audit purposes. A parent declaration form stating the number of hours attended must be completed at the beginning of each new term.

### **Children Who Also Attend Another Nursery**

When a child attends more than one nursery, the funding entitlement can be split between the two settings. For example, a child may attend St Michael's for 9 hours a week and another setting for 6 hours a week, the total claimed being 15 funded hours.

If, however the other setting the child attends is a State run nursery (often attached to a Primary School), we are unable to claim any funding towards that child's attendance at St Michael's. Therefore, all sessions attended at St Michael's would have to be charged to the parents

### **Free Education and Childcare for 2 year olds**

Children aged two to three years may be eligible for a 2-Year-Old Free Place if the family is in receipt of certain benefits. Please check your eligibility here: <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds> or contact the pre-school administrator, [helen.melrose@stmichaelspreschool.org](mailto:helen.melrose@stmichaelspreschool.org) for further details.

### **30 Hours Free Childcare**

Eligible families of three- and four-year-old children may also be able to claim an additional 15 hours of funding from the government. Parents must contact HMRC directly to apply for extra hours, in addition to their standard 15 hours and if they are eligible must provide the pre-school with their 11-digit voucher code, as issued by the HMRC. Parents can only claim up to 28 hours with St Michael's Pre-school, in line with our weekly opening times. All places are subject to availability and we reserve the right to limit the number of 30-hour places offered each academic year, in accordance with our operational and financial capabilities. Check your eligibility here: <https://www.gov.uk/30-hours-free-childcare> or contact the pre-school administrator, [helen.melrose@stmichaelspreschool.org](mailto:helen.melrose@stmichaelspreschool.org) for further details

### **Fees**

There is an administration fee of £30.00, which is only refundable if we are unable to offer you a place. This contributes towards the cost of a book bag, administration fees and introductory settle sessions.

We charge fees for any session not covered by Government funding e.g., if a child's funding is allocated to a different provider, or if the child begins attending pre-school before they become eligible for funding. Where a child is not eligible for funding, the fees are charged at an hourly rate which is reviewed annually.

The Pre-school reserves the right to review these fees on a regular basis, at least once per annum.

Any fees owing will be billed for at the beginning of each half term. Payment should be made within 28 days of receipt of the invoice. Payment can be made by cash, a cheque made out to "ST MICHAEL'S PRE-SCHOOL WOOLMER GREEN", or electronically using online banking. Cash

payments should be placed in an envelope clearly marked with the child's name, amount enclosed and what it is in payment of. This should then be handed to a member of staff.

### **Absences**

Fees continue to be payable if a child is absent for sickness or holidays taken during term time as our overheads remain the same. In cases of prolonged absence (over four weeks), parents should contact the pre-school Leader or Administrator about fee payment. Each child's attendance at the pre-school is conditional upon continued receipt of any necessary fees or funding.

### **Changes in attendance**

Parents should give a full half term's notice if a decrease in the number of sessions is required. Any increase in sessions, or a change of day will be subject to availability and must be arranged with the pre-school. A half term's written notice is required to end your child's place.

### **Temporary pre-school closure**

If the pre-school must close temporarily parents/carers will be informed of this decision as soon as possible, usually via email and/or text.

If the pre-school must close due to circumstances beyond its control, then refunds on paid sessions will not be issued.

Circumstances beyond our control include, but are not limited to:

- Adverse weather.
- Temperatures of the building being either above or below the legal requirements.
- Staff or child absence due to infectious illness/disease.
- Incident or damage to the premises which would make it unsafe for children and staff
- Any situation that the pre-school manager deems a health and safety risk for children and staff.
- Any situation where the pre-school must follow closure guidance from the local or national government.

### **Statement of intent**

To ensure the viability of the pre-school in respect of monetary issues, all fees must be paid or an agreement in place by the end of each term. It is our intention to be sympathetic to the needs of children when families encounter financial difficulties, whilst competently collecting outstanding amounts as they fall due.

### **Difficulty with Fee Payment**

If a parent/carer has any problems regarding the payment of fees, they should immediately contact the Pre-school Administrator before fees mount up.


In the event of a personal crisis or in exceptional circumstances, the Pre-school may consider the option of paying by instalments or alternative means of funding. This will only be approved after consultation between the parent/carer and the Committee.

Unpaid fees have a detrimental effect on the pre-school and must be resolved.

**Late or Non-payment of Fees**

Fees are payable by the date specified on the bill. A written reminder of unpaid fees will be issued as soon as possible after the payment date has passed. A period of 2 weeks will usually be allowed to settle the fees due. A second written reminder will be sent at the end of those 2 weeks and a further week will then be allowed to settle any outstanding amount.

If non-payment persists, and no arrangements have been agreed and accepted by both parties, we reserve the right to withdraw the child's place from the pre-school. Such action would only be taken after full discussion with the parent/carer and after one week's written notice. In the continuous absence of payment in full, action will be pursued through the English Legal System.

This policy was adopted at a meeting of	St Michael's Pre-school
Held on	26/04/2021 (date)
Date to be reviewed	(date)
Signed on behalf of the management committee	
Name of signatory	Ellena Lloyd
Role of signatory (e.g. chair/owner)	Committee Chair