

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. We invoice parents of the children who are not funded, or for children who attend additional sessions beyond their allocated funded sessions.

Funded hours

You may be able to get free childcare for your child aged 9 months to 4 years old if you live in England. The amount of free childcare you can get depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)

- your immigration status

Find the options available to you here: [Childcare choices](#)

The pre-school will need to see proof of age, i.e. a Birth Certificate or Passport, for age verification before any funding 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

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 all sessions 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, their contracted hours are charged at an hourly rate which is reviewed annually. Ad hoc sessions are charged at an increased cost to cover additional staffing/planning costs.

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.

Early Years Pupil Premium

Early years pupil premium (EYPP) provides pre-schools, nurseries, schools and childminders an additional supplement for eligible children accessing childcare support who have been in care or adopted from care, or whose parents are in receipt of certain benefits to support children's development and learning. Pre-school could get up to £388 per year to help with your child's education. On completion of a Parent Declaration Form, your eligibility will be confirmed by Hertfordshire County Council. Should your child be eligible, payments will be made directly to Pre-school and money will be allocated by Pre-school management to best support your child.

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.

Pick up late fees

We ask that parents/carers arrive promptly and no later than their stated finish time to collect their child. It can be distressing for children left waiting for parents/carers, as well as creating a knock-on effect for our own staff who have commitments of their own. We appreciate that there may be exceptional circumstances. Please always inform Pre-school if you are running late.

Please be advised that a late fee of £15.00 may be applicable for any parent/carer arriving after the stated end of their booked session. This will be considered on an individual basis and at the discretion of Pre-school management.

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 administrator and leader. 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