



HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

8.1: Charging Policy Policy & Procedure

Policy statement

At Harpole Pre-school, we believe the fees we charge reflect the safe and stimulating services we provide for the children and ensure the continued high standards and sustainability of the pre-school. In doing so, we ask all parents/carers to respect our policy.

Procedures

The Schedule of Charges

1. The fees are reviewed at the Committee's discretion.
2. The pre-school will notify the parents in writing 4 weeks in advance of any price increase.
3. For 2019 from 1st June current fees are:

2 year funding and 3-4 year funding charges remain the same

Paying 2 year olds:

£15.00 per session (9am-12pm, Monday-Friday)

£5.00 per lunch club (12pm-1pm, Monday-Friday)

Paying 3-4 year olds (additional to funded hours)

£4.50 per hour (9am-12pm, Monday-Wed, Wed-Fri 9.00-3.30pm)

£4.50 per lunch club session (12pm-1pm, Monday-Friday)

All 3-4 year olds

Per session will be charged 50p per session (morning/afternoon) for additional activities/consumables

4. As the pre-school is a small charity, we do not offer discounts for siblings or for children of staff members.
5. Any bank charges the pre-school incurs through the non-payment of a cheque will be passed onto the parent/carer.
6. Where a child is not yet in receipt of Early Years Education Funding, the above fees apply.
7. If a parent/carer has any issues with their bills, they are to contact the Business Manager or the Chairperson in the first instance.

The Free Entitlement

1. The pre-school is registered to receive DfES Early Years Education Funding, we also accept 2 year old early years funding, and Early Years Pupil Premium, please see heading "Financial support for parents" for more information.
2. Children receive funding in the funding period following their third birthday. Funding periods run from:

1st September to 31st December
1st January to 31st March
1st April to 31st August
3. Parents are free to use their funding at any registered setting. Parents are also allowed to split their funding between settings.
4. Children in receipt of the Early Years Education Funding are entitled to 15 hours of funded childcare per week, with a total of 570 hours per year. A year starts from the time the first claim is made and is not reset at the start of the academic year. If we are notified by NCC that a child has exceeded their free entitlement, the overpayment being deducted from the pre-school by NCC will be passed onto the parent to pay.
5. The Early Years Education Funding can be used for session time and regular lunch club bookings. However, any hours above the 15-hour free entitlement will be chargeable if you are not eligible for the further 15 hours of childcare offered under the 30 hours childcare scheme. Due to the nature of the funding, the Early Years Education Funding cannot be used towards one-off lunch club bookings as these are booked after the funding claim is submitted. Therefore, one-off lunch club bookings will always be chargeable.
6. When a child is eligible to receive the free entitlement, the parent will need to complete a Parental Contract form. Once completed, the data is sent to NCC to be processed and cannot be altered until the following term.
7. The government have introduced the 30-hour childcare scheme. All children are entitled to the standard 15 hours of funded childcare from the term after their 3rd birthday. If both parents or sole parent within the household earn more than £120.00 a week you will be entitled to access a further 15 hours of funded childcare under this scheme.
8. To access the additional 15 hours of childcare it's the parent's responsibility to register with HMRC. Once registered and if you are eligible for the funding you will be issued with a code, you must pass this code to the Business Manager of Pre-School no later than 4 weeks before your child is due to be eligible for the additional funding.
9. This funding runs in line with the funding blocks for the standard funding. You cannot access the additional hours during a funding block, you must wait until the next funding block commences. For example, if you become eligible in November for the additional funding, you must wait for the funding to commence in January as this is the next funding block with the County Council.
10. Your additional funding is only valid for 3 months, every three months you must re check your eligibility with HMRC, failure to do this will result in your additional funding becoming withdrawn and you will have to pay Pre-School for any hours that we are unable to claim on your behalf.

Payment Due Dates

1. Fees are payable in advance on a monthly basis.
2. When a child is due to start pre-school, the Business Manager will work out the annual cost to the parent on the information supplied payment will then be due by the child's first session.
3. If a child becomes eligible for the free entitlement within the academic year, all fees will need to be paid in full before the child's free entitlement starts.
4. The annual amount will then be divided into equal monthly payments from the first month the child starts to the last payment being made on 1st July, or the month that the free entitlement commences.
5. If a child starts mid-term, the fees will be calculated and adjusted accordingly by the Business Manager.
6. If a child increases their sessions/lunch club bookings or starts to attend lunch club once payments have been worked out, the bill we be adjusted accordingly.
7. In June, the Business Manager will review the payments and advise parents if their last payment needs adjusting.
8. Payments must be made via online banking/standing order to the pre-school bank account. Alternatively, parents can request to pay by cash or Childcare Vouchers.
9. Fee payments will be checked by the Business Manager and entered into the accounts package. The pre-school will issue a receipt for cash payments only on request.
10. It is the parents or carers responsibility to contact a member of the committee or the business manager if there is a problem with paying the bill.
11. In the event of non-payment of fees by the due date, the following procedure will be followed:
 - The parent/carer will be contacted to remind them that the bill is due for payment and to find out if there is a problem concerning the bill. At the discretion of the committee, it might be possible for a parent to settle the bill in alternative instalments.
 - If the bill still remains unpaid, after the second month, a formal letter will be sent to the parent as a final demand for the fees due, with a deadline for payment to be made.
 - If fees continue to be unpaid after 3 months and following the steps above have been taken, the committee may decide to withdraw the pre-school place and follow up through the small claims court. The parent will be informed of this decision in writing.
 - If a child is in receipt of the Free Entitlement and the setting is owed money for services provided outside the Free Entitlement, the committee has the right to withdraw the child's place from the setting at the end of the current funding block.
 - The setting will give reasonable notice to the parent/carer if the place is going to be withdrawn at the start of the next funding block

- The setting will notify NCC of their decision and provide full background details. NCC will then contact the parent/carer to offer help in finding alternative provision.
 - All outstanding monies due to the pre-school must be settled in full by 31st August. Only at the discretion of the management committee, may outstanding payments be carried over to the following academic year.
12. For one-off Lunch Club bookings, a form must be completed first and checked with the Supervisor to see if there is availability for that day, payment can be made on the day which needs to accompany the form, or an invoice for the one off session will be invoiced in advance or after the session.

Holidays, Sickness and Cancellation

1. However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. This also applies to Lunch Club if a place is booked. In exceptional circumstances when a fee paying child has a chronic health condition and is away from pre-school for a long period of time, the parent/carer may approach the committee regarding payment for missed sessions.
2. The pre-school requires at least 4 weeks' notice in writing before withdrawing your child from our sessions and/or lunch club. If notice is not given, we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of Early Years Education Funding.
3. When a place is accepted at the pre-school for a child, a non-refundable registration fee is required to secure the place. This does not apply to those children already in receipt of the Free Entitlement.
4. In the event that the committee decides to close the pre-school and that there is a disruption to services, i.e. adverse weather conditions, parents will still be charged for the session/lunch club booking for the first day of closure. Second and subsequent days will not be charged.

Trips and Outings

1. If a trip or outing is organised by the pre-school, the pre-school may decide to ask parents for extra fees to cover this.
2. If a child is entitled to the free Early Years Education Funding, and the trip is within the hours accessed by the child, the pre-school will ask for a voluntary contribution to cover the cost of the trip. If the trip is outside those hours, a charge may be incurred as determined by the committee.
3. As the pre-school is a charity, if it does not receive enough funding from the voluntary contributions, the trip may not go ahead.

Financial Support to Parents

1. All bills are issued monthly. However, anyone in particular need may also pay fees weekly with the agreement of the committee. The fees must be paid at the child's first session of each week and need to be handed to the Business Manager/Supervisor.

2. Monthly payment plans need to be paid via standing order direct into the pre-school bank account.
3. The pre-school accepts Childcare Vouchers direct through employers if there is no financial or administrative implications to the pre-school. Any parent wishing to use Childcare Vouchers should contact the Business Manager first.
4. For parents who have to pay for any part of their childcare, help may be available via the child tax credit system. For further information, parents can contact:
HRMC – www.hmrc.gov.uk
Families Information Service – 01604 237935
5. If you have a 2 year old child and are receiving certain benefits, you may be entitled to free childcare please check to see if you are eligible using the eligibility calculator please use the following link:
<http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/pages/free-childcare-for-2-year-olds.aspx>
6. If you have a child aged 3-4 years and are in receipt of certain benefits you may be entitled to additional funding which can help towards additional costs of pre-school, please see if you are eligible using the following link:
<http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/Pages/EYPP.aspx>