

Fees Policy

This policy and associated procedures were adopted by Chelford Village Preschool on October 10th 2022.

Date of last review: 16th September 2023

Date of next review: 16th September 2024

Version: 1.0

Version Control Table

Version	Date Reviewed	Reviewed By	Comments
1.0	10 th October 2022	Katherine Bones	New Policy Adopted
	16 th September 2023	Katherine Bones	Change to session fee cost Addition of consumables charge

Fees Policy

Chelford Village Preschool is a non-profit making, charitable organisation managed by an elected Committee of volunteers. The pre-school is dependent on the fees and Early Years Funding received to pay the staff and running costs of the pre-school. We aim to offer high quality childcare, in a safe and stimulating environment where the needs of individual children are met. This policy seeks to establish an understanding and agreement between the Committee and all parents/carers about the expectations regarding the payment of pre-school fees.

Schedule of Fees

We are open term time only, Monday to Friday. Our sessions run from 9:15am-12.15pm and 12.15pm-3.15pm. We require that children attend a minimum of 2 sessions per week.

Depending on available space, we are sometimes able to offer an additional lunch hour at the end of a morning session, from 12.15-1.15pm.

Session Rates	
Children aged 2 years	£19.75
Children aged 3 or more	£16.50
Extra lunch hour 12.15pm-1.15pm (Offered depending on availability)	£6
Consumables Charge (Voluntary)	80p per session

Consumables Charge

The consumables charge mainly covers the extra cost of providing refreshments and snack, but it also covers a host of further incidentals, including but not restricted to, keeping a stock of spare items such as nappies, wipes, clothes, suncreams, calpol, and waterproofs, as well as the extra costs associated with some activities e.g, cooking ingredients. As a registered charity (No. 1038596), the purpose of Chelford Pre School is **not to make a profit.**

For those children in receipt of free funding, any extra charges relating to free sessions are optional, however without your support and understanding we will ultimately be unable to guarantee our future sustainability. If you are unable to, or do not wish to pay this charge, please contact us to discuss alternatives.

Late payment fee of £15 will be added to any overdue invoice reminders.

Please note that the three year old session rate of £16.50 will only apply starting from the term **after** your child's third birthday, and not immediately upon your child turning three.

Invoicing

Termly fees are invoiced in advance of each term, for the entire term.

Invoices can either be paid in full or payment can be accepted in three instalments as detailed below.

Autumn Term Sept-December	Pay in full by September 28 th Or Pay in 3 instalments: 28 th Sept, 28 th Oct, 28 th Nov
Spring Term January - April	Pay in full by January 28 th Or Pay in 3 instalments: 28 th Jan, 28 th Feb, 28 th March
Summer Term April - July	Pay in full by April 28 th Or Pay in 3 instalments: 28 th April, 28 th May, 28 th June

Payments

As we are a non-profit making charity, we require prompt payment of invoices to ensure the smooth running of the pre-school. Payment for fees can be made via our preferred method of BACS.

Account number: 45924902

Sort code: 60-12-30.

Please use your child's name and surname as a reference. Please note, we are unable to accept cash or cheques.

We also accept childcare vouchers or the HMRC scheme, please notify the preschool of the payment scheme and use your child's name as a reference to your payment.

Free Early Education Entitlement

All children are eligible for 15 free funded hours (5 sessions) per week from the term following their third birthday. The entitlement is for 15 hours per week over term time (38 weeks a year), a total of 570 hours over the year.

We will require you to complete a Free Early Education Entitlement declaration each term, which will enable us to administer this on your behalf.

Depending on your circumstances some children may also be eligible for the extended 30 hours funding, or free funded sessions from the age of 2. Further information can be found via:

<https://www.gov.uk/30-hours-free-childcare>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

Your funded hours entitlement will be deducted from your termly bill, this will be detailed in your invoice. Parents will be charged for sessions attended over and above their child's free early education entitlement. Invoices will be issued even if the amount due is zero.

Notice period

We require half a term's notice for termination of a place and/or reduction of sessions. Parents will be liable to pay for the full notice period. If the cancelled sessions are filled by another child within the notice period, the fees due may be waived at the Committee's discretion.

Fees are still due if a child is absent through sickness, medical treatment or holidays taken during term time. No reduction will be made if the School/Preschool premises are required to close or shut down for an unforeseen reason.

Late Payment/None payment of Fees

A late payment charge of £15 will be added to any reminder or overdue invoice.

Failure to pay within two weeks of the payment/installment date will result in a reminder invoice being issued, detailing the amount outstanding and the late payment charge incurred.

If an outstanding invoice has not been settled by the end of the term, your child's place for the subsequent term may be affected. We will not be able to offer any further sessions other than your child's free funding entitlement until the balance has been settled.

If you are experiencing difficulties in making payments you are encouraged to speak to the manager, committee chair or treasurer as soon as possible, to arrange a payment plan or look into options that may to assist you. Confidentiality will be assured.