

# ASHENGROUND COMMUNITY PRESCHOOL



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## **Fees Policy and Procedures**

The Ashenground Preschool is an inclusive and friendly setting which believes that all children from aged two years old and upwards, should have equal access to value for money, quality childcare provision regardless of social or economic circumstances.

We offer education and care for children from 2 years old until they start school, in a quality, safe and stimulating environment. Parents are able to use their Early Years Entitlement (EYE) of 15 hours a week for their child at the setting if they are entitled to funding or 30 hours funding for some working families.

### **Our Preschool opening hours & fees are:**

Breakfast Club Monday to Friday 8.00 – 9.30	£ 9 (Breakfast Provided)
Monday to Friday Mornings 9.30 - 12.30.	£18 per session
Monday, Thursday & Friday Afternoons 12.30 -15.00.	£15 per session

### **Term Time Only**

Fees are set by the Pre-school Manager and the Ashenground Community Centre Manager and reviewed in September each year. The hourly fees are currently £6 per hour these fees apply to funded children who attend more than 15 hours per week or £18 for the Morning session & £15 for the Afternoon session.

These fees apply to all non-funded children and children requiring extra non-funded morning or afternoon sessions,

### **Eligibility**

We admit children from the age of 2 - school age. To be eligible for a 2 Year old place (15 free hours per week) the child must be in receipt of 2 Year old funding. Confirmation of funding will be required before a place is allocated. If a place is available parents may be able to purchase hours as detailed above.

Children will be eligible for the Early Years Entitlement (15 hours a week) the term after their 3rd birthday . For example, if a child is 3 in February funding can be claimed after the Easter Holiday.

Some parents may be entitled to 30 hours free funding for children who are 3 from the term after their 3rd birthday. You will need to visit [childcarechoices.gov.uk](http://childcarechoices.gov.uk) to see if you are eligible.

All fees charged relate to those hours or weeks not funded by the EYE Funding. Should a session last longer than the EYE Funding available parents/carers will be required to pay for that part of the session that exceeds the EYE Funding. Your child is entitled to 15 free hours per week for 38 weeks under the Early Years Entitlement Funding once these hours have been used any additional hours will be chargeable unless they are entitled to 30 hours EYE Funding.

### **30 HOURS ENTITLEMENT FOR WORKING PARENTS**

**If approved you will be given a 30 hours code. Please bring this to the preschool along with your National Insurance number. Parents will need to complete a form of consent so that a validation check can be completed.**

**It is the parent's responsibility to** inform the local authority if you are no longer entitled to 30 hours (e.g. if you stop working or reduce your hours). You will then enter a 'Grace period' by the end of which your child will no longer be able to take up more than their 15 hours 'basic entitlement' or you will be required to pay for additional hours.

**Please note that it is the parent's responsibility** to renew the 30 funding online before the expiry date. Once renewed you must advise the pre-school in order that a validation re-check may be completed before the expiry date. Failure to do so will mean your child's entitlement to a funded place is reduced to 15 hours per week.

### **2 Year Old Funding**

Parents/Carers need to apply for 2 year old funding.

Confirmation of 2 year old funding will need to be given to preschool before a place can be allocated. All fees charged relate to those hours or weeks not funded by 2 year old funding.

Should a session last longer than the funding available, parents/carers will be required to pay for that part of the session that exceeds the funding. Your child is entitled to 15 free hours per week for 38 weeks under the 2 Year Old Funding. Once these hours have been used any additional hours will be chargeable.

## **FEE PAYING**

Additional hours, billing and invoicing for additional hours can be requested. Please ask a member of our staff. Invoices are sent to every parent/carer on a Termly basis in advance and must be paid by the date stated on the invoice. If you would like to discuss payment options, please contact our Preschool Treasure Emma Adamson on [ashengroundpreschooltreasurer@gmail.com](mailto:ashengroundpreschooltreasurer@gmail.com) to make a payment arrangement that suits you. Cheques should be made payable to Ashenground Community Preschool. If you are paying in cash, please have the correct money available. This will be recorded, and a receipt issued.

All hours other than hours your child is entitled to for free, must be paid for even if your child misses preschool due to illness, a day trip, holiday etc. Those hours must still be paid for, as the preschool is keeping his/her place open. Parents will be required to sign our 'Terms & Conditions' as a part of the pre-registration procedure. .

### **In case of continuing illness**

Please consult the Preschool Manager as soon as possible.

### **Termination of the contract**

The Ashenground Preschool reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one months' notice in writing will be given. If your child has been absent from the preschool for more than 4 weeks, we will no longer be able to claim funding for your child's place and we will therefore terminate their place. It will be allocated to another child from the waiting list.

In the event that your child has a long term illness that prevents them from attending the preschool, it is essential that we are kept fully informed on a weekly basis in order to prevent their place from being terminated.

**For any parents/carers failing to pay by the due date, the following procedure will apply:**

### **Late/Non-Payment of Fees Procedure**

If you have problems concerning the paying of your invoice, please talk to the Preschool treasure Emma Adamson as soon as possible. All information will remain confidential. Special terms can be discussed to assist those in financial difficulty.

The late payments will be addressed, with a reminder letter after the 14 days payment period.

The final letter will be sent out after another 14 days with a deadline date for payment, before any further action is taken to recover the debt.

### **Parents/carers**

Four weeks written notice must be given to the setting to terminate a child's place. If written notice is not received four weeks fees will be charged and the funded hours claimed until the agreed funding for that term ends.

### **Late Collection of your child at the end of the preschool session**

If you do not pick up your child on time at the end of the session a late collection fee may be required. The charge for late collection at the end of the preschool session will be £2 per quarter of an hour.

### **Food**

Children attending the Monday, Thursday and Friday session must be provided with a 'healthy' packed lunch.

### **Bank Holidays**

We will claim for bank holidays as part of the Early Years Entitlement hours. Parents/carers paying for the sessions, will not be charged for the Bank Holidays.

### **INSET Days**

We will not claim for INSET days as these are outside the 38 weeks of the year.

### **Closure for Emergency**

In the event of the Preschool having to close due to an emergency, e.g. bad weather, we will claim for the EYE hours that you would normally have attended. We will also charge your normal fees for that day.

### **Exclusion**

In the event of your child being excluded we will still claim the agreed funded hours per week and fees will still be payable for the time of the exclusion as your child will be holding a place.

**Prior Attendance at another setting**

When completing the preschool admission form, it is essential that you advise us if your child has previously attended another preschool, nursery, playgroup or childminder. This is so that we can ensure your child does not start our setting until sufficient notice has been given to the previous provider. Failure to do so may result in you paying for your child's preschool place at the above rate, until such time as the notice period for the previous provider expires and we are able to claim funding for your child.