



Worstead Pre-school

Queen Elizabeth Hall – Ruin Road – Worstead – North Walsham – Norfolk – NR28 9WH
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Website: www.worsteadpreschool.co.uk

Charity Number: 1041749

FEES AND CHARGES POLICY

Registration Fee

For Children not accessing the **Government Nursery Education Grant Scheme**, or those who attend over the 15 hours' free childcare per week, a registration fee of £25 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the funding entitlement. If your child is accessing the **Government Nursery Education Grant Scheme**, the registration fee is optional, but becomes payable if your child attends more than 15 hours' free childcare per week at our Setting. We charge separately for uniform if registration fee is not paid, or if additional are needed.

If you have difficulty paying this in one amount, please speak to our manager, who will be able to come to an arrangement for you to pay a small amount off weekly. This is to avoid any embarrassment.

Due to covering our costs, we will be unable to supply the uniform pack if your child is accessing the Grant Scheme and the option is taken not to pay the registration fee.

Our Fee Scale is as follows:

- Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- Additional hours and services will be charged at the current hourly rate (see below) where hours are not funded as Early Education by the Local Authority.
- The charges for additional services such as trips will be agreed in advance with families.

The following charges apply when taking a free entitlement place –

We have a voluntary charge of £9.00 which is payable at the beginning of each half term. Families are able to supply their own. It may be possible to waive or reduce these costs, please discuss this with our manager.

- The Charge for 2 years to age of **Government Nursery Education Grant Scheme** is £16.50 per 3-hour session (effective from January 2024).
- The Government Nursery Education Grant Scheme is in place at Worstead Preschool. The term following their 3rd Birthday your Child will be entitled to 15 hours per week funded.
- At the Grant Scheme age if funding is taken elsewhere the fee per 3-hour session (unfunded) will be £16.75.
- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.
- The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

- A deposit is not charged.
- When all government funding is claimed by us, and there is an excess of sessions for the term, the sessions will be charged at our normal sessional rate.
- Fees will still be charged for non-attendance due to your Child's holiday/long term illness/ or short-term absences, unless the child is taken off the register, (long illness is discretionary).
- No refunds will be made in the event of closure for weather restrictions/act of God.
- You may pay the fees by term, half term in advance.
- No fee will be charged when the Preschool is closed for School Holidays and Bank Holidays.
- Please note, transport costs are not met by the Preschool.
- When fees fall into arrears, 2 weeks' grace will be given, after which time, Preschool has the right to exclude the child from the sessions, until fees have been received. After the 2 weeks' grace, a reminder will be sent, following a letter for urgent payment, and if still not settled, referral to Committee followed by Court Action.
- 6 weeks' notice is needed for leaving Preschool other than transition to school.
- A private childminding fee becomes effective after 12.00 noon or 15.00pm of £1.00 per minute. ("This will be charged if lateness occurs more than 3 times in a half-term period").
- We charge £5.50 for Breakfast Club sessions, which run 8am - 9am if in addition to funded hours claimed. This includes a healthy breakfast.
- We charge £2.75 for Early Club sessions, which run 8.30am - 9am if in addition to funded hours claimed.
- We charge £5.50 for late pick up club sessions, which run from 12 – 1pm and 3pm – 4pm if in addition to funded hours claimed.
- We have a voluntary charge of £9.00 for consumables which is payable at the beginning of each half term.
- Accepted payment terms: BACs/Childcare Vouchers. We no longer accept cash.
- At the first meeting after the Annual General Meeting (September), the Committee will review fees. Notice will be given half a term in advance of any changes.

Our Setting is an approved provider to offer the Early Education funding entitlement for 2-, 3-, and 4-year-olds and has agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities.

It may be possible to claim the fees for 2-year-olds via the 2yr funding scheme, if you have had a letter from Norfolk County Council then please access their website to register.

Children from 2 years old may attend any combination of sessions if places are available.

Subscriptions as detailed in our Welcome Pack can be paid daily, weekly, monthly or termly in advance and will be paid whether the child attends his/her registered session or not.

All illness and holiday sessions missed still have to be paid for unless the child is taken off the register, (long term illness is discretionary). We will always try to accommodate requests for altering sessions, and ask for Parents and carers to understand that we will normally need at least 3 weeks' notice for any changes, this is necessary to amend Staff Rota's, planned activities, and informing Early Years of any session and funding adjustments.

Families who would like to attend Preschool but feel they cannot afford the fees should discuss with the Supervisor in the strictest confidence. It may be possible to claim the fees for 2-year-olds via the 2yr funding scheme.

The Government provide a free place of 15 hours for every child the term after they are 3 years old. Our administrator provides parents with a funding claim form to sign to obtain this funding from the Local Authority.

Children can attend a maximum of 30 hours per week free entitlement, if their family qualify for this the term after the child is 3 years of age. Please see website addresses to check your entitlement:
[30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/30-hours-free-childcare) [Apply for Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-tax-free-childcare)

It is the parents and carers sole responsibility to obtain an 'eligibility code' from the HMRC. Parents and carers must keep their details up to date and each half term obtain a new code. Funding will stop otherwise.

Parents and carers will only be eligible for 30 hours free entitlement if they have signed the claim form and returned it within the deadline date, our Preschool administrator will issue this letter to interested parents, please ask.

When fees fall into arrears, 2 weeks' grace will be given, after which time, Preschool will issue a reminder letter. If the fee is still not paid this will be reported to the committee and Preschool has the right to exclude the child from the sessions, until fees have been received. Court action will be used to recover unpaid fees.

Please note, transport costs are not met by the Preschool. Transport to and from Preschool sessions/outings will be the parent/carers responsibility.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name	Hayley Pilkington
Position:	Committee Chair
Date:	4 th September 2023
Date for Review:	31 st August 2024