



# Worstead Pre-school

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Website: [www.worsteadpreschool.co.uk](http://www.worsteadpreschool.co.uk)

Charity Number: 1041749

## FEES AND CHARGES POLICY

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

From April 2024 the Government Working Family Funding will be in place at Worstead Preschool. The term following their 2nd Birthday your Child may be entitled to 15 hours per week funded.

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.

Children can attend up to of 30 hours per week funded entitlement, if their family qualify for this the term after the child is 2 and 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)

The funded entitlements will be delivered consistently so that all children accessing any of the funded 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.

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 –

- The Charge for 2 years to age of **funding entitlement** is £16.50 per 3-hour session. A minimum of 3 sessions must be booked.
- A non-refundable registration fee of £25 is charged once a childcare place has been offered. 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.
- 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 or 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.
- We charge for consumables. Our consumable charge is 50p per session. Example of a session – 9am – 12noon is one session, 9am – 3pm is 2 sessions. Consumable charge will contribute towards meals, snacks, activity stationary, resources etc. Where families may find this payment difficult, please contact our Administrator to discuss.
- 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.

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.

Six weeks' notice is needed for leaving Preschool other than transition to school.

Our payment terms: BACs/Childcare Vouchers. We no longer accept cash.

We are signed up to the Tax-Free Childcare Scheme [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/tax-free-childcare)

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. A minimum of 3 sessions per week must be booked.

Subscriptions as detailed in our Welcome Pack can be paid monthly or termly in advance and will be charged 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.

Our administrator provides parents with a funding claim form to sign to obtain this funding from the Local Authority.

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 of entitlement if they have completed and signed the claim form and returned it within the deadline date, our Preschool administrator will issue this letter to interested parents, please ask.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name	Hayley Pilkington
Position:	Committee Chair
Date:	1 <sup>st</sup> March 2024
Date for Review:	31 <sup>st</sup> August 2024