

Sticky Fingers Pre-School

7 - Fees Policy

It is important that parents read the following information, as this forms part of the contract with Sticky Fingers Pre-School.

Background information:

Sticky Fingers operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

You are able to purchase day care for children between the hours of 8.45am – 3.30pm and days Monday to Friday, term time only.

In addition, there is a breakfast club on Monday to Friday from September 2017 which is available from 8am – 8.45am. Extended hours are also available from Monday to Thursday 3.30pm – 5.30pm.

Fee cost and billing

1. The fees are £4.25 per hour.
2. Fees can be paid in a number of ways. Weekly, monthly or half termly.
3. Method of payment – cheque, cash, standing order or internet. We are also able to accept childcare vouchers.
4. All fees charged relate to those hours not funded by the Early Years Entitlement (EYE) (see below).
5. Bills are issued at the start of term and automatically give you the option of paying half termly. We will actively encourage a mutual agreement, therefore if you wish to pay weekly or monthly then please can you make an appointment with the treasurer to discuss your individual needs.

Additional charges

Lunchtime meals are provided once a month on a Wednesday and will be charged at £1.00 per child, unless parents decide to opt out. Snacks are provided on a daily basis and the voluntary contribution required for this is 50p per day.

Sickness and holiday

- If your child misses a day due to sickness (1 – 7 days) you must still pay for the hours booked.
- In the case of continuing illness, please consult the supervisor who will inform the committee of your situation where a meeting will be arranged for you to discuss your needs.
- If parents take holidays during the term time, (of up to 2 weeks duration), then your Childs fees must be paid for.

- If parents take extended holidays during term time, (in excess of 2 weeks duration), then please consult with the supervisor who will inform the committee for their guidance on fee payment.

Bank Holiday/Inset Days/Emergency closure

- The pre-school is at present not open on bank holidays and some Abbas and Templecombe School Inset Days. Therefore there will be no fee charged for these days.
- The pre-school does not charge in the case of emergency closure.

Parents changing booking hours

A 'Change of Hours' form needs to be filled out by the parent and agreed/signed by the Supervisor and Chairperson before any hours can be changed.

Transition to School

If the parent/carer requires the child to attend the pre-school during the first half term at school, this is not covered by Early Years Entitlement; therefore any fees incurred will need to be paid as stated above.

Non-Payment of fees

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

We understand that, in some circumstances extreme financial problems/hardship may arise. Please see the treasurer privately in this instance.

- Fees must be paid by the date as stated on the invoice. Failure to do this will result in the following action:
 1. An overdue account reminder invoice will be issued within 7 days of due date
 2. If no payment is made within a further 7 days a warning letter will be issued with an invitation to arrange a payment plan
 3. If a payment from the agreed payment plan is missed, a final warning letter will be issued, stating that your child's hours will be reduced to EYE hours ONLY (if entitled to EYE) until the debt is cleared or that your child will lose his or her place at the pre-school (if not entitled to EYE).
 4. If no payment is made or the agreed payment plan is not followed within a further 7 days the child's place may be withdrawn and legal action will begin.
 5. In accordance with the Pre-School Constitution (Para 4.2(c)) if pre-school fees are not paid within two months from the date on which it was due, the placement will be withdrawn.

Late Collection Charges:

We understand that there may be some instances of children being collected a few minutes later, but this should not be a regular occurrence. We have to adhere to

legal requirements on staff ratios and have at least 2 staff on the premises at all times, therefore staff costs will be incurred.

- Late collection of a child during the day will be charged at £5.00 per 30 minutes, minimum charge £5.00.
- Late collection at the end of the day will be charged at £10.00 for every 15 minutes.

To ensure child safety, we will ensure a member of staff remains with a child until a recognised person picks them up.

Early Years Entitlement (Universal and Additional hours) and Funding for 2 year olds

We are in receipt of EYE funding for three and four year olds, available from the term after your child's third birthday. This is called the universal entitlement. Two year olds who meet the eligibility criteria can also access funding.

EYE (universal) funding is based on 570 hours over a whole year.

The funding periods are:

Autumn - 1 September to 31 December

Spring - 1 January to 31 March

Summer – 1 April to 31 August

Parents can claim 15 hours per week over 2 or more days for 38 weeks a year. You can use more than one provider, up to a maximum of three, but you can only claim the maximum entitlement of hours per week/year.

From September 2017, some working parents will be entitled to an extra 15 hours per week for their 3 and 4 year old child on top of the current offer. This is called the extended entitlement and will give up to 30 hours per week or 1140 hours in total (universal + extended) across the year.

To claim the EYE (universal 15 hours) the following information is needed:

- Child's legal documentation - birth certificate, passport (on registration, a copy needs to be sent to Entitlements Team)
- EYE parent declaration form - completed every term and signed by parent

To claim the **Additional EYE hours** (extended 15 hours) the following information is needed:

- Child's legal documentation - birth certificate, passport (on registration, a copy needs to be sent to Entitlements Team)
- EYE parent declaration form - completed every term and signed by parent
- Eligibility code from registered parent (HMRC)
- Registering parents National Insurance Number (consent to share NI with EYE team)

Note: The registering parent needs to give permission to share their National Insurance Number otherwise we will not be able to accept the additional EYE funding.

Every 3 months, you need to reconfirm eligibility. If you do not or your circumstances change, you will only be able to access the extended entitlement hours for a short time known as the '**Grace Period**'.

Date parent receives ineligible decision on reconfirmation	LA audit date	Grace period end date
Between 1 January and 10 February	11 February	31 March
Between 11 February and 31 March	1 April	31 August
Between 1 April and 26 May	27 May	31 August
Between 27 May and 31 August	1 September	31 December
Between 1 September and 21 October	22 October	31 December
Between 22 October and 31 December	1 January	31 March

Note: If the grace period has expired and you have not met the eligibility criteria again, you will only be able to access the universal entitlement and any additional hours above universal entitlement will be charged at the normal hourly rate.

To claim the funding **for 2 year olds** the following information is needed:

- Child's legal documentation - birth certificate, passport (on registration and a copy needs to be sent to Entitlements Team)
- A copy of the letter from Somerset County is to be provided to the Sticky Fingers Supervisor, which states their child is eligible for 2 year old funding.

NOTE: it is the parent/carers responsibility to produce any required documentation for EYE funding and failure to do so will result in normal fees being charged if we are unable to claim EYE funding

Cancellation of place

The pre-school 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 4 weeks notice in writing will be given. 4 weeks' notice must be given to the pre-school to cancel a child's place. Fees will be charged for this period and, if applicable, EYE funding claimed.

Other Entitlements which may be available:

- If you receive **Working Tax Credit** you may be able to get help towards the cost of childcare. Further details can be found at www.gov.uk/working-tax-credit
- We are signed up for **Tax Free childcare** – www.childcarechoices.gov.uk

If you have any problems or queries regarding payment of your bill or understanding this policy, please do not hesitate in speaking with the Supervisor, Treasurer or Chairperson.

This policy was adopted at a meeting of Sticky Fingers Pre-School Committee

Held on: 3rd October 2017

Signed on behalf of the Pre-School:

Chairperson: Zoe Stewart

Secretary: Cath Temple