

SCHEDULE OF FEES POLICY

Policy Statement

Longwick Pre-school hope to ensure the smooth running of the preschool at all times through the co-operation of parents/carers, staff and the Management Committee. We aim to make parents aware of, and understand, the requirements they should agree to when a child enters Longwick Pre-school, and so in this way Longwick Pre-school will continue to thrive and offer a smooth-running provision. We aim to ensure financial stability of Longwick Pre-school by having a fair and consistent fees and payment process.

Procedures

Fees are payable for those children who are either not yet in receipt of their Early Education Funding, or where a child attends for more than the hours covered by the Early Education Funding.

- Fees are charged at £6.50 per hour for 3 and 4 year olds and £6.75 per hour for 2 year olds.
- We charge a non-refundable £30.00 registration fee (with the exception of 2 year olds with additional government support funding) which will be issued/added to your first invoice. This fee includes a Longwick Pre-school logoed polo shirt in an appropriate size for your child.

Funding (3 & 4 year olds)

- All three and four year old children are eligible for Early Education Funding at the start of the term following their 3rd birthday. The universal funding entitlement is for 15 hours a week and based on 38 weeks per year.
- The 30 hours childcare scheme came into effect in Buckinghamshire in September 2017. These changes extend the current 15 hours to 30 hours per week in total for eligible working families, for each of the 38 academic weeks of the year. Parents/carers should go to the following site to see if they are eligible: <https://www.childcarechoices.gov.uk/>
- Longwick Pre-school offers extended funding places (up to 30 hours) and these are subject to availability. Please contact our Pre-school Manager at your earliest opportunity to register your interest. The maximum number of funded hours we can offer under this scheme reflects our current opening hours and we offer this flexibly across all our sessions. An eligibility code will need to be seen, and validated with Buckinghamshire Council before a place can be offered. In the event a parent cannot produce a valid code, they may be subject to fees or a reduction in sessions.
- The dates determining eligibility of a child for Early Education Funding hours are as follows:

A child born on or between	Will become eligible for funding from
1 April and 31 August (inclusive)	1 September (or from the start of the Autumn Term following their 3 rd birthday)
1 September and 31 December (inclusive)	1 January (or from the start of the Spring Term following their 3 rd birthday)
1 January and 31 March (inclusive)	1 April (or the start of the Summer Term following their 3 rd Birthday)

- Prior to a child turning 3 years we will issue a Parent Provider Agreement (PPA), which parents/carers will be required to complete and return to our Pre-school Manager, together with the child's passport or birth certificate.
- Where a child joins us part way through a term and has already been receiving funding at another setting, they will not be funded at Longwick Pre-school until the start of the next half-term, unless they meet the exceptional criteria. More details can be obtained from the Pre-school Manager.
- If a child is claiming funding across two providers, parents/carers can liaise with our Pre-school Manager to determine how the funding will be allocated and must inform us of how many hours they wish to claim at Longwick Pre-school.
- If a parent/carer is employed by the Armed Forces (Personnel Category 1 and 2 only) Longwick Pre-school may be eligible for additional funding. Parents/carers should ensure they indicate on their Registration Form that they are employed by the Armed Forces. When completing the funding forms, they will be required to show us some form of proof of their employment with the Armed Forces.
- Funding is paid by the Buckinghamshire Council. Contact details are:
Buckinghamshire Council, EEF Data Support, Performance and Information, 4th Floor, Aylesbury, HP20 1UZ. Tel: 01296 387 481 / 7432
- A child's funded place is made available and retained subject to good attendance. Buckinghamshire Council may claw back funding from Longwick Pre-school if children do not attend regularly or are absent without good reason. In this situation this claw back in funding will be invoiced to the parent/carer by Longwick Pre-school.

Funding (2 year olds)

Some 2 year olds may be eligible for 15 hours free childcare per week, whose families are receiving some additional forms of government support, and we offer places subject to availability. Your 2 year old can get free early education and childcare if you receive one of the following:-

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Your child can also get free early education and childcare if any of the following apply:-

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order.

We can only accept funded 2 year old children if they have confirmed eligibility and parents must supply us with their code before the child can start. Parents can apply through the following link <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/>

There is a second funding offering for eligible working families in England, introduced in April 2024, for two year olds, again for the term after their 2nd birthday. The parent (or both parents if a two-parent family) are required to be in work and earn at least the National Minimum Wage or Living Wage for 16 hours a week on average and no more than £100,000 each. <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/apply-for-15-hours-childcare-for-your-2-year-old/>

We can only accept funded 2 year old children if they have confirmed eligibility and parents must supply us with their code before the child can start so that we can process an eligibility check also.

The dates determining eligibility of a child for Early Education Funding hours are listed in the table above (see section Funding 3 & 4 year olds).

Fee payments

- Fees are payable in advance each half term and invoices are usually distributed in the second week of every half term.
- Invoices give details of the sessions being paid for and the rate being charged.
- Ad-hoc sessions may be invoiced separately, or will be added to the following term's invoice.
- Payment is due within fourteen days.
- Payment is accepted by cash, bank transfer, Tax Free Childcare Vouchers, Childcare Vouchers or Family Pay.
- We are currently registered to accept Childcare Vouchers from Computershare, Sodexo, Tax Free Childcare and Edenred. If parents/carers wish to make payment through another scheme, or would like to know more, they should contact our Business Manager.
- If it is not possible to make payment in full, alternative arrangements may be arranged after prior discussion with the Pre-school Manager.
- We will give at least a half term's notice of any fee increase.
- We do charge fees for inset days (three times a year at the beginning of each term) as these days provide a valuable time for all staff to get together and discuss plans for the term and share important issues/cascade information from training courses.
- We do not charge parents fees for days that we close due to UK bank holidays or when we are unable to use the village hall due to it being used as a Polling Station for Local or National Elections.
- Fees will still be charged for days where we are required to close due to unforeseen circumstances. This also applies if we have to close once a session has started, no refunds will be offered. Please see our Closure Policy for more details.

Late Fee

- Children must be collected on time at the session finishing times of 12 noon, 1pm or 3pm, as applicable. In the event of late collection of children, a £10.00 Late Fee will be payable

for every 15 minutes after the relevant time until the child is collected and then £5.00 for each 10 minutes thereafter. A parent/carer will be given a verbal warning in the first instance of late collection and if lateness continues the Late Fee will be charged. Any failure to charge the fee on a particular occasion will not prevent it being payable on future occasions.

Absences / cancellation of place / changes in sessions

- If a child is absent due to sickness, parents/carers should record the absence on the Family app in the first instance or phone the Longwick Pre-school mobile phone prior to 9.00am to inform a member of staff, leave a phone message or alternatively email us at longwickpreschool@gmail.com.
- Fees remain due in the event of a child's absence for any reason; holidays etc, as our running costs remain the same.
- Children will not be able to attend on an alternative day in lieu of a day of absence.
- If a child is absent without notice for more than 3 weeks then their place is considered to be no longer required and may be given to the next child on the waiting list. We will make every effort to contact the parents/carers to discuss and try to find a resolution before revoking a place. Fees already paid will not be refunded and any outstanding fees due will be invoiced.
- Parents/carers are required to give a half term's notice if a decrease in the number of sessions is required. Any decrease in days without notice will not be refunded, unless it relates to a child who is in receipt of the universal and/or extended entitlement. Exceptional circumstances may apply, for example if the decrease in days has been advised by the Pre-school Manager and agreed with the parents/carers.
- Any increase in sessions, or changes of day will be subject to availability.
- If a parent/carer no longer requires a place and the child attends for more than the 15 hours covered by the Early Education Funding, or is not yet in receipt of Early Education Funding, a half term's written notice to the Pre-school Manager is required, stating the leaving date. We require all outstanding fees to be paid prior to the child leaving Longwick Pre-school. In the event of a parent/carer no longer requiring a funded or non-funded place, written notice must be given to the Pre-school Manager a half-term in advance. Any outstanding fees must be paid prior to the child leaving. If a funded child is transferring to another provider, their funding will be transferred but at the half-term point unless the child/family meets the exceptional circumstances criteria. Speak to the Pre-school Manager for further advice if needed.


Non-payment of fees

- We understand that sometimes it is difficult to pay a bill. If this applies, the parent/carer should let the Pre-school Manager know. Parents/carers should not wait until a reminder – the sooner we know there is a problem, the sooner we may be able to help with a payment plan. This will be treated with the strictest confidence between the Pre-school Manager, the Business Manager, Treasurer and Chairperson.
- Parents/carers are informed of our fees and payment structure on our website and also our Welcome Pack, which is given to parents prior to children starting at Longwick Pre-school.
- If we cannot obtain fees because a cheque has not cleared, parents/carers will be required to pay the full amount in cash, including any bank charges that may be incurred, within 7

days of being notified. If two payments do not clear, parents/carers will be asked to pay all future fees in cash. This also applies to payments not cleared by 'Child Care Vouchers'.

- If a payment plan is agreed between a family and the Pre-school Manager, Longwick Pre-school reserves the right to withdraw that facility if payments are not made as agreed. If payments are not made as agreed, the full amount outstanding will then be due within 14 days from the issuing of an overdue account letter.
- If a family has used the services provided by Longwick Pre-school without payment, or their payment has been dishonoured, Longwick Pre-school will follow the following procedure:
 - Issue an 'Overdue Account' reminder asking for payment in full within seven days. If payment is received within seven days no further action will be taken.
 - If payment is not received a "Second Warning" letter will be issued asking for immediate payment, in full within seven days, plus a £25 Administration Fee. If payment is received within seven days no further action will be taken.
 - If after seven days full payment has not been received, a "Final Warning" letter will be issued plus a further £25 Administration Fee and we reserve the right to charge interest on the invoice amount at a rate of [3%] above the Bank of England base rate. At this stage the child(ren) will be unable to use our non-funded services until payment in full is received. If payment is received within seven days no further action will be taken.
 - If payment is not received within seven days Longwick Pre-school will immediately begin proceedings in the County Court for which we charge a £50 Administration Fee and all associated costs. These costs could include staff time, legal fees, etc.
- The attendance of a child at Longwick Pre-school is an indication that parents/carers agree and understand this policy and agree to abide by the decisions of the staff and Management Committee.

Failure to comply with the terms and conditions as set out in this policy may ultimately result in the provision of a place being withdrawn.

<i>Date Policy Implemented</i>	<i>January 2022</i>
<i>Signed</i>	
<i>Name and Role</i>	<i>Alex Barter, Committee Management Chair</i>
<i>Date of Last Review</i>	<i>November 2023</i>
<i>Date of Next Review</i>	<i>November 2024</i>