

ILCHESTER COMMUNITY PRIMARY SCHOOL



Fees Policy

Reviewed May 2018		N J Heath	Headteacher
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Review May 2019

This fees policy has been written in consultation with staff and governors and forms part of Ilchester Community Primary School's Early Years Department's contract with their parents and carers.

The Early Years Department operates a service which is fair and competitively priced. We aim to make learning irresistible for all whilst providing a service that is good value for money.

Fee Structure

Opening Hours

Our Early Years Department is a term time only setting and is open for 38 weeks of the year. Our session times are as follows:

Morning Session	Lunch	Afternoon Session	Afterschool Club
9.00 am – 12.00 noon	12.00 noon – 12.30 pm	12.30 pm – 3.00 pm	3.00 pm – 4.00 pm

Fee Rates

We currently charge **£4.00** per hour for children ages **3 – 4 years** and **£4.50** per hour for children aged **2 years**. The price difference is reflective of the staffing ratios required to support our younger children.

Our fees are calculated on a termly basis and are usually paid in total or in monthly instalments as detailed within the invoice. The two year old hourly rate will be charged until the term after the child turns three; at that point the cost will reduce to the rate charged for three and four year olds. An alternative payment plan can be arranged if required for example paying weekly or fortnightly although this must be arranged in advance with the pre-school's administrator. All fees charged relate to those hours not funded by the Early Years Entitlement (EYE). Should a session last longer than the EYE available parents or carers will be required to pay for the part of the session that exceeds the EYE.

Early Years Entitlement (EYE) - Universal and Extended Entitlement Hours

Our Early Years Department is in receipt of EYE. Funded hours are available to children on the term after they turn three. Children remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday. Parents or carers can claim 570 hours within each funding period (the three terms after the child's third birthday). A maximum of 10 hours per day can be claimed. Claims are capped at a maximum of 15 hours per week. In addition working parents of 3 and 4 year old children can claim an additional 570 hours using the extended

entitlement hours, this totals 1140 funded hours available over the year. In order for the setting to claim EYE we will require a copy of your child's birth certificate and the completed parent declaration form. You will then be required to complete a funding form every term that you wish to claim. Extended funding can be claimed across three settings including our own which remains up to a maximum of 15 hours per week and any hours above this are charged at the current rate.

Our setting can also accommodate 2 year funded children. There is a set criteria for claiming, further information regarding eligibility and application forms can be sort from the setting or via Somerset County Council.

All fees charged relate to those hours not funded by the Early Years Entitlement. Should a session last longer than the EYE available parents will be required to pay for the part of the session that exceeds it.

Payment Methods

Fees can be paid by cash or cheque and are to be placed in the fees box within an envelope clearly marked with the child's name. Please note cheques are banked on a monthly basis. We accept some childcare vouchers. Please speak to the Pre-School Administrator if you wish to use this method of payment. If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM Revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits. To check your eligibility for all of the options available to you please visit the childcare choices website www.childcarechoices.gov.uk.

Additional Charges

Morning and afternoon snacks are currently provided free of charge. Parents or carers are asked to provide lunches according to the school's food policy. Any trips out of the setting will be at an additional cost according to the nature of the trip. Parents are also asked to provide their own nappies and sun cream. As a setting we do not charge retainer fees, registration fees or deposits.

When Fees are Payable

Fees are payable for any booked sessions. When a child is absent (for illness or a holiday) fees are still payable as running costs still apply and a placement is already booked for them. In the event of a long term absence (in excess of 6 weeks) fees may be waived but this is at the discretion of the Head Teacher and is dependent on the circumstances.

Emergency closure days due to unforeseen circumstances are not subject to charge in accordance with 'Somerset County Council's Code of Practice'. In the event of an emergency closure the Early Years Department will open another day to counteract the closure day.

Fees are not charged for bank holidays or INSET days because costs are spread across the year with 38 out of 39 weeks being charged.

Termination of the contract

The setting reserves the right to terminate the contract without notice in the unlikely event of unsuitable behaviour from parents or nonpayment of fees. On such occasions the nonpayment procedure would be implemented and at all other times 4 weeks' notice (term time) will be given in writing.

If you wish as parents or carers to end your contract 4 weeks' notice must be given to the setting in writing in order to terminate your child's place, during that 4 week period all fees will be payable and EYE funding entitlement will continue to be claimed.

Invoices

We endeavour to provide invoices and receipts that are clear, transparent and itemised in order to clearly demonstrate the EYE. Parents will receive dated invoices by hand in their child's tray. Invoices will be given during the first week of the term outlining each monthly payment within that. The invoice will outline the hourly rate and will calculate the EYE deductions and additional hours charged where appropriate. If late payment charges are applicable these will be calculated within the invoice.

Changes to session hours

If the setting wishes to change the session hours available to parents the school's governors will be consulted and parents will be given half a terms notice in writing. Session hours may change if running costs to the setting increase, wages increase, rent or utilities increase. Upon session hours changing parents and carers will be asked to sign a returns slip as acknowledgement of the changes. If parents wish to discuss any changes they may contact the head teacher.

If a parent or carer wishes to increase the hours their child attends the setting with immediate effect they must contact the Pre-School Administrator. Under these circumstances a place cannot be guaranteed but a decision will be made with consideration of the settings waiting list and number of children already attending the setting during those hours. If a longer notice period is given places can be accommodated more easily using the same process. An 'increase or decrease in hours' form must be completed on every occasion that a change to hours is sort, 'increase or decrease in hours' forms are available direct from the pre-school.

When a change of hours is agreed parents or carers will receive a letter notifying them of any changes, date when new hours start.

Notice period to cancel child's place

Should a parent/carer wish to cancel or decrease their child's hours from the setting a notice period of 4 weeks, term time, is required. Failure to give adequate notice means the placement cannot be re-allocated and therefore you will be charged or funding will be claimed for all sessions. Only in exceptional circumstances and at the head teacher's discretion will this period of notice be waived. Any notice must be given in writing and addressed to the pre-school administrator.

Late Collection Fee

It is vital that children are picked up on time and within their allocated session because the setting has a legal requirement to maintain staff ratios. On occasions where children are collected late these ratios may be compromised. Late collection of each child will be charged at £5 per 15 minutes, with a minimum charge of £5. These charges will be determined by the staff's signing in and out records. An invoice will be issued and is payable upon receipt. If a parent has informed staff that they will be delayed, a 15 minute window will be allowed before charges come into effect. This should only occur in exceptional circumstances, and frequent occurrences will be treated as an abuse of this facility and charges will be incurred at a rate of £5 per 15 minutes.

Non- or Late Payment of Fees

Fees are payable in advance, by the date indicated on the invoice. A payment plan can be requested, this must be made in writing and given to the pre-school administrator for consideration before the first payment due date. If the payment plan is received after this date, it will be given to the head teacher for consideration. If fees are not paid by the date set out on the termly invoice a reminder will be issued by the Pre School's administrator. Payment is to be made within 4 working days of this reminder. If payment is made no further charges or action will be taken. Failure to complete payment in the specified timeframe will incur a £10 administration charge which you will be informed of by letter of the requirement to pay all outstanding fees within 7 working days of the date of the letter. At this point a meeting will be scheduled between the parent or carer and the pre-school administrator to create a payment plan. If payment is not received by the deadline date in the letter all unfunded hours attended by the child will be withdrawn with immediate effect and the setting will seek to recover unpaid fees via the small claims court inclusive of costs. A parent may request, in writing, for an extension to their fee deadline. This request is to be sent to the head teacher and is at their discretion whether an extension may be granted. Any request must include a proposed payment plan in order for it to be considered.

Procedure for non-payment of fees is as follows:

1. If fees are not paid a reminder letter will be issued. Payment must be made within 4 working days of the reminder. If payment is made no further action will be taken.
2. If the outstanding payment is not made within 4 days a £10 administration fee will be charged. This will be outlined within a letter which will give a further 7 days grace to pay the outstanding fees. If payment is made no further action will be taken.
3. A meeting between the administrator and the parent or carer will be set up to discuss debt recovery. This meeting will be scheduled within a week of the outstanding invoice. A payment plan will be agreed, stating the amount, the time period and the default procedure of what will happen if payment is missed. The payment plan is signed and a copy is retained by both parties.
4. If payments are not received at this time all unfunded hours attended by the child will be withdrawn with immediate effect and the setting will seek to recover unpaid fees via the small claims court inclusive of costs. A request for an extension can be sent to the Head Teacher in exceptional circumstances.

How to claim extended hours

Parents and carers should apply for extended funding through HMRC where a DERN code will be issued to them. This code should be presented to the pre-school so that the appropriate consent form can be completed. This code will then be verified by the pre-school with Somerset County Council in order for funding to be accessed. It is important to note that extended funding must be applied for the term before it is due to commence.

The 'stretched' offer

Our Early Years Department accepts the 'stretched' offer where we can use a child's 570 hour funding allocation and stretch it across the whole year. This means that fewer than 15 hours can be claimed per week and it reduces the number of hours allocated per week. It does however allow parents and carers to spread their entitlement over more weeks. This can support parents to use some of their hours during the holiday periods if they wish. An example of how the entitlement can be stretched is as follows:

47 weeks at 12 hours per week = 564
(the remaining 6 hours entitlement is available) = 570
49 weeks at 11.5 hours per week = 563.5

(the remaining 6.5 hours entitlement is available) = 570
50 weeks at 11.4 hours per week = 570 (full entitlement used)
51 weeks at 11 hours per week = 561 (the remaining 9 hours will be available) = 570

Grace period (extended entitlement only)

A grace period will be allocated when a child's parents cease to meet the eligibility criteria set out in the Childcare Regulations 2016; this is determined by HMRC or a First Tier Tribunal in the case of an appeal. Parents will only be able to claim the extended entitlement while they remain eligible. If a parent ceases to be eligible at the end of the grace period the child will only be eligible for the universal entitlement. At this point any additional hours above the universal hours will be payable to the pre-school.

Links to other policies

Prospectus, Admissions Policy, Home Pre-School Agreement and Emergency Closure Policy

Links to Documentation

Statutory Framework for Early Years Foundation Stage - Safeguarding and Welfare Requirements, Somerset Local Provider Agreement and Early Education and Childcare Operational Guidance (July 2017)

Appendices:

- contractual agreement between parent and setting
- additional charges form
- Extended EYE hours consent form
- reconfirming eligibility form
- Grace period form
- Increase or decrease in hours form