

# ILCHESTER COMMUNITY PRIMARY SCHOOL



## Early Years Fees Policy

Reviewed May 2018		N J Heath	Headteacher	Review March 2019
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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:

<b>Morning Session</b>	<b>Lunch</b>	<b>Afternoon Session</b>	<b>Afterschool Club</b>	<b>Afterschool Club</b>
9.00 am – 12.00 noon	12.00 noon – 12.30 pm	12.30 pm – 3.00 pm	3.00 pm – 3.30 pm	3.30 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 sought 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 Sodexo vouchers (Account number for parents: 840001). 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](http://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](http://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 Headteacher 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 Headteacher'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 Headteacher 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 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 Headteacher 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 Pre-School 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 Headteacher 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: We are allocated 210 hours for the autumn term which equates to 15 weeks however we are often open for additional days during this time. Moreover during the spring term we are allocated 165 hours which equate to 11 weeks but we are often open for fewer weeks than this. By stretching, parents can stretch the unused days from the spring term and move them to the autumn term, therefore avoiding an additional invoice.

### **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)



## APPENDIX A

### 30 Hours Extended Entitlement – Consent Form

Thank you for your enquiry about accessing your extended entitlement place with **Ilchester Primary Community School's Early Years Department**.

Before confirming the place, the eligibility code needs to be verified with Somerset County Council. Please complete and sign this form to confirm that you agree to the checks being made:

<b>Child's Legal Name:</b>		<b>Known as (if different from legal name):</b>	
<b>Child's Date of Birth:</b>		<b>Parent/Carer 1 Name:</b>	
<b>Parent/Carer 1 National insurance Number:</b>		<b>Parent/Carer 1 Contact Number and/or e-mail address:</b>	
<b>Parent/Carer 2 Name:</b>		<b>Parent/Carer 2 National insurance Number:</b>	
<b>Parent/Carer 2 Contact Number and/or e-mail address:</b>		<b>30 hours eligibility code (DERN). (This is an 11 digit code beginning with 500):</b>	
<b>If you are looking at claiming the 30 hours with any other childcare providers, please list them here:</b>			

- I confirm that the above information is correct.
- I confirm that I have read the information on this form.
- I consent to the Provider named above and Somerset County Council using this information to verify my eligibility for the Extended Entitlement of 30 hours and the Provider will be notified of the result of the check.'
- I understand that the information will be held electronically.
- I understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform my Provider.
- I understand that if I am no longer eligible, I will have to pay for any additional hours above the universal Early Years Entitlement after the Grace Period has expired.
- I confirm I have read the Privacy Notice overleaf.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PRIVACY NOTICE

### Notification regarding the processing of personal data supplied on this form

**Data Controller** – Ilchester Community Primary Early Years Department

**Data Protection Officer Contact** – Ilchester Community Primary Early Years Department

**Purpose for Processing** – The information requested will be used to check your child’s 30 hours extended entitlement eligibility.

**Legal Basis for Processing** – We are processing your personal data because we are required to do so by law.

**By Law** – Childcare Act 2016

**Legitimate Interests** – Ilchester Community Primary Early Years Department

**Data Sharing** – **Ilchester Community Primary Early Years Department**, but needs to include the Local Authority for example “the personal data provided will only be disclosed to staff at this Provider, staff in the Local Authority who have a right of access and where appropriate, any other early years setting that your child(ren) attends as well as Somerset County Councils software supplier, the Department for Education and Ofsted.”

**Transfers Abroad** – This data is held within the EU and is accessible by the approved software provider.

**Data Retention** – The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

**Your Rights** – You have the right to ask **Ilchester Community Primary Early Years Department** for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the provider has no other legal obligation concerning the data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences** – If you do not supply this information to us, we will not be able to process your application for the Extended Entitlement. For more information see our **Privacy Statement** which is available on request.



**APPENDIX B**

**Cancellation of Space Form**

**Childs Name:**

**I hereby give four weeks' notice to cancel the following sessions:**

	<b>Morning 9.00am – 12.00 noon</b>	<b>Lunch 12.00pm - 12.30pm</b>	<b>Afternoon 12.30pm – 3.00pm</b>	<b>After School 3.00pm - 3.30pm</b>	<b>After School 3.30pm – 4.00pm</b>
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

**I confirm that I want to cancel the sessions stated above. As per the current fees policy, I understand that Ilchester Community Primary School's Early Years Department will still charge/claim funding during the four week notice period.**

<b>Signed:</b>		<b>Staff Signed to authorise:</b>	
<b>Date:</b>		<b>Date:</b>	



**APPENDIX C**

**‘Existing Child’ Application for New Hours**

**Childs Name:**

**Date of Birth:**

**I would like to increase/change my child’s sessions to those indicated below:**

**Date I would like changes to commence:**

	<b>Morning 9.00am – 12.00 noon</b>	<b>Lunch 12.00pm - 12.30pm</b>	<b>Afternoon 12.30pm – 3.00pm</b>	<b>After School 3.00pm - 3.30pm</b>	<b>After School 3.30pm – 4.00pm</b>
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

**Applications made four weeks in advance of the session being needed will be added to our current waiting list. You will receive written confirmation from Ilchester Community Primary School’s Early Years Department regarding the changes, and the date that your new hours will commence. In the event that the hours are not available, you will either receive a phone call or notification in writing offering any alternative sessions that may be available. You will also be given the option to be added to the waiting list and will be contacted as and when the sessions become available. I understand that any sessions not covered by funding will be charged at the current rate.**

<b>Signed:</b>		<b>Staff Signed to authorise:</b>	
<b>Date:</b>		<b>Date:</b>	



**APPENDIX D**

**‘One Off Session’ Booking Form**

**Childs Name:**

**Date of Birth:**

**I would like to increase/change my child’s sessions to those indicated below:**

**Week Commencing:**

	<b>Morning 9.00am – 12.00 noon</b>	<b>Lunch 12.00pm - 12.30pm</b>	<b>Afternoon 12.30pm – 3.00pm</b>	<b>After School 3.00pm - 3.30pm</b>	<b>After School 3.30pm – 4.00pm</b>
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

**Applications made four weeks in advance of the session being needed will be added to our current waiting list. You will receive written confirmation from Ilchester Community Primary School’s Early Years Department regarding the changes, and the date that your new hours will commence. In the event that the hours are not available, you will either receive a phone call or notification in writing offering any alternative sessions that may be available. You will also be given the option to be added to the waiting list and will be contacted as and when the sessions become available.**

**I understand that any sessions not covered by funding will be charge at the current rate.**

<b>Signed:</b>		<b>Staff Signed to authorise:</b>	
<b>Date:</b>		<b>Date:</b>	



**APPENDIX E**

**‘New Child’ Application Form / Waiting List Request**

<b>Childs Name:</b>	
<b>Date of Birth:</b>	
<b>Parents Name:</b>	
<b>Address:</b>	
<b>Contact Number:</b>	
<b>Email address:</b>	

**Date you would like your child to start:**

**Please indicate below the days/session you would be interested in:**

	<b>Morning</b> 9.00am – 12.00 noon	<b>Lunch</b> 12.00pm - 12.30pm	<b>Afternoon</b> 12.30pm – 3.00pm	<b>After School</b> 3.00pm - 3.30pm	<b>After School</b> 3.30pm – 4.00pm
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Unfortunately we are unable to guarantee that you will be allocated the sessions that you have expressed an interest in; however we will endeavour to accommodate your request to the best of our ability. If other spaces are available you will be offered these as an alternative. Ilchester Community Primary School’s Early Years Department accepts children from the ages 2 to 5 years and accepts 2, 3 and 4 year old funded children for 15 and 30 hours where applicable. Again we are unfortunately unable to guarantee availability for all funded hours however We will endeavour to fulfil your requirements.

I understand that this form does not guarantee a space at Ilchester Community Primary School’s Early Years Department and that each application is considered individually. I understand that there is a waiting list in operation and my request will be considered in date order. I agree to the setting’s Fees Policy and Admission Policy.

**Signed:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

