



Somerset County Council

LADYBIRDS PRE-SCHOOL

OFSTED REGISTRATION NUMBER: EY481792

Fees Policy

Policy Statement

It is important that all parents are given a copy and read the following policy, as this forms part of the contract agreement between the parents/carers of attending children at Ladybirds Pre-School, Barwick, Somerset.

Ladybirds Pre-School operates a service, which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. We operate 38 weeks a year, Monday to Friday term time only and where possible in line with other local provisions/schools.

Currently the individual hourly rate is £3.50 per hour.

Sessions

Our sessions are as follows:

Morning session (Mon-Fri)	9.00am to 12.00 noon
Afternoon session (Mon-Fri)	12.00 noon to 3.00pm
All day sessions (Mon-Fri)	9.00am to 3.00pm

Snack weekly fee

We would like to ask for a donation of £1.00 a week towards providing a variety of nutritious snacks and a weekly cooking activity. If you do not wish to pay a weekly donation, you must provide your child with a piece of fruit for snack. Failure to provide either will result in an invoice.

Snack invoices will be done separately to termly fees.

Parents/carers will sign a form on admission to agree to pay £1.00 a week or to provide their own snack.

Sickness

If your child is absent due to sickness or other reason, the fee will remain in place as the Pre-School is required to keep the place open and still have to employ and pay staff accordingly. In the case of long-term illness/sickness, such absences are at the discretion of the Pre-School; if this should occur, please speak to the manager as soon as possible.

Holidays

The Pre-School is currently closed on all Bank Holidays thus no fees are collected for these days. If a child is on holiday at any other point throughout the year, please note full fees are required.

Late collection of child fees

Parents must collect their child promptly at the end of each session. If you are late collecting your child by 5 mins you will be charged £5.00. An additional charge of £5.00 will be added for every 5 minutes you are late. For example if you are late by 10 mins you will be charge £10. No charge will be made if you ring and inform a member of staff that you will be late collecting no more than 10 minutes.

Payment of fees

Towards the end of each term, parents/carers will be asked to complete a session update form for sessions required for the next term.

Invoices will be given to parents/carers during the first week of term; please note fees are payable termly, monthly, weekly in advance.

Fees should be placed in an envelope clearly marked with the child's name and amount enclosed, and handed to the manager or deputy who will issue a receipt.

Fees may be paid by cash or cheque. Cheques need to be made payable to Barwick and Stoford School.

Late payment of fees

Fees should be paid within 30 days of the payment date given on the bill. **A reminder will be sent out after 15 Days. If payment is not made within this timescale, a meeting will be arranged between the Parent/Carer, Head Teacher and a Governor to arrange a repayment schedule.** If fees continue to be outstanding the debt will be passed onto Somerset County Council's Legal Department for collection.

Parents/carers will **have** to withdraw their child until the outstanding fee is paid. Any child who is receiving Early Years Entitlement Funding will be able to remain at Pre-School for their funded hours.

Should a problem arise concerning payment of fees parents/carers are asked to speak to the Pre-School manager as soon as possible to enable us to come to an agreement regarding payment. Payment plans are available these are to be arranged in advance with the Pre-School manager. Confidentiality will be assured.

Early Years Entitlement Funding (EYE)

Ladybirds Pre-School are in receipt of Early Years Entitlement (EYE) for three and four year olds. This is available the term following your child's third birthday (for example if a child is three in January funding will be available from April). To access this funding you will need to provide the setting with a copy of your child's birth certificate. If the setting fails to receive a copy, the setting cannot access the funding, and you will be invoiced for any session your child attends.

Ladybirds Pre-School is also able to accept funded two year olds. Certain criteria for this funding must be met. Parents must complete an application and this should be sent direct to Somerset County Council. Funded two year olds will only be accepted on receipt of a letter from the Council stating funding is eligible and available. To access this funding you will need to provide the setting with a copy of your child's birth certificate. If the setting fails to receive a copy, the setting cannot access the funding, and you will be invoiced for any session your child attends.

You can claim the following hours in relation to EYE

Hours can be claimed either annually or termly

Autumn term	210 hours available
Spring term	165 hours available
Summer term	195 hours available
Annually	570 hours available

You can access a maximum of 10 hours per day and a minimum of 2 ½ hours per day.

You can access up to a maximum of 15 hours per week, this sometimes varies due to the set term dates.

Please note that if you go over the maximum funded hours, you will be invoiced at our current rate £3.50 per hour. If you have any queries regarding your entitlement, please speak to the Pre-School manager.

Working Tax Credit

If you receive Working Tax Credit, you may be able to get help towards the cost of childcare. For further information contact the Tax Credit Helpline 0845 300 3900 or HM Revenue and Customs <http://www.hmrc.gov.uk/>

Termination of the contract

Ladybirds 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 one month's notice in writing will be given.

If you wish to terminate your contact with Ladybirds Pre-School, four weeks' notice in writing is required.

This policy was adopted by Ladybirds Pre-School (provider)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory
(e.g. chair, director or owner) _____

Governor's representative signature _____

Date _____