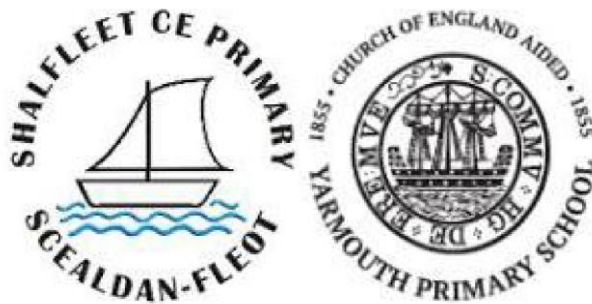


# The Federation of the Church Schools of Shalfleet and Yarmouth

## Achieving Together for a Brighter Future



## Pre-School Charging Policy

Approved by	VP/SW
Portfolio	Finance
Approved on	Autumn 2021
Review date	Autumn 2022
Review Cycle	1 Year
Policy Type	Non Statutory
Ratified/FGM Date	

**This charging policy for Little Stars and Little Explorers pre-schools sets out the terms and conditions of fee charges and payments.**

### **Fee Structure**

<b>Little Stars</b>	
<b>2-3 year olds</b>	<b>£5.25 per hour</b>
<b>3-4 year olds</b>	<b>£4.75 per hour</b>

<b>Little Explorers</b>	
<b>0-2 year olds</b>	<b>£5.75 per hour</b>
<b>2-3 year olds</b>	<b>£5.25 per hour</b>
<b>3-4 year olds</b>	<b>£4.75 per hour</b>
<b>After School Club</b>	<b>£5.00 per hour</b>
<b>Breakfast/Morning Club</b>	<b>£2.75 per hour</b>
<b>Holiday Club</b>	<b>£5.00 per hour</b>

Fees to be calculated per hour less any government funded hours.

### **Payment Method**

- Direct debit /bank transfer
- Childcare vouchers
- Tucasi online banking
- Cash/cheque

### **Charging and Payment Procedures**

- Little Stars - All sessions are uploaded to Tucasi termly. It is the responsibility of the parent to check online that the sessions are correct. Payments can be made online and apply monthly in advance within 7 days of the 1<sup>st</sup> of each month
- Little Explorers – All sessions are uploaded to Superfox termly. It is the responsibility of the parent to book sessions directly with the pre-school, the pre-school will upload the sessions to Superfox. Payments can be made online by and apply in advance within 7 days of the 1<sup>st</sup> of each month.
  - If paying by cash or cheque, paid invoices and statements to be receipted on request.
  - If paying using childcare vouchers it is the responsibility of the parent/carer to inform the preschool and arrange a regular payment plan
  - Charges apply monthly in advance

## Terms and Conditions

- All parents/carers need to complete the Pre-School Parent/Carer Contract and return prior to the child starting at the pre-school
- Advanced payments of one month for hours booked.
- Payment for extra hours to be paid one month in arrears (Extra hours are hours booked on top of contracted hours).
- Payment to be received within 7 calendar days from the 1<sup>st</sup> of each month. When late payments exceed seven days, a reminder will be given. Notice will be given with this reminder that late payments exceeding 14 calendar days will result in your child being eligible for funded hours only, where applicable.
- A second reminder will be sent after 14 days if payment has not been received and you will be advised that as per previous notice given, the attendance of your child at the setting is limited to funded hours only until such time as the late payment has been settled.
- Failure to make payment within twenty-one calendar days, will result in a submission to the small claims court.
- In the event of family financial hardship, please ask to speak to the School Business Manager, Finance Manager or Head Teacher regarding a payment plan.
- Non-attendance of booked sessions will not be refunded in any circumstance – staffing levels and other costs will still have to be met.
- A notice period of one month is required in writing, to terminate parent/carers contracts – fees will be liable in lieu of notice.
- Charges in the event of long-term absence will be subject to discretion of the School.
- If absence is prolonged, places cannot be held and must be re-applied for on return. If absence is for medical reasons, fees can be waived for a reasonable length of time. Governors will consider cases on individual basis.
- Parents/carers are expected to drop off and collect their children on time according to their booked times. Early drop-offs and late collections exceeding ten minutes will incur a charge of a flat fee of £15 to cover the staff costs as staff numbers need to be sufficient to maintain the required staff-to-child ratio. If the late pick-up exceeds 1 hour, then the additional charge will be £15 per subsequent part or whole hour. Late pick-ups less than ten minutes will be charged at the usual hourly rate.
- In extreme situations when the setting must close and where staff salaries are still being paid, we regret that fees must still be charged, and are grateful for your understanding. However, in certain circumstances, hours substituted at a later stage where staff are already employed (i.e. at no extra cost to the setting) may be considered by the Governors on a case-by-case basis.
- Change of hours – one month's notice must be given in writing if you intend to alter your child's hours at the setting

This policy will be reviewed annually – Autumn 2022

Signed \_\_\_\_\_ Date \_\_\_\_\_