

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of children are met.



10.1 Fees

Rates

Our hourly rate from September 2018 is £3.75 per hour. Fees for Pre-School sessions are:

• Early Drop Off (08:45-09:00 Mon to Fri)	£0.75 if booked in advance or £1 on the day (subject to availability)
• Morning Session (9:00 – 12:00 Mon to Fri)	£11.25 per session
• Afternoon Session (12:00 – 15:00 Mon and Wed only)	£11.25 per session
• Lunch Club (12:00-13:00 Mon-Wed and Fri)	£3.50 per lunch club

Lunch Club is included as part of the Afternoon Session. If your child attends a full day (Morning and Afternoon Session), or just an Afternoon Session, there is no additional charge for Lunch Club. The Lunch Club fee is only charged if your child attends a Morning Session and attends Lunch Club but does not stay for the full Afternoon Session.

Government Funding For 3 and 4 year olds

The Government will pay for 15 hours per week of pre-school education for 38 weeks of the year for all 3 and 4 year olds starting from the term after their 3rd birthday (see table below). This may be taken for no less than 3 hours and no more than 6 hours in a day.

Additional Government Funding is also available to some families which is 15 hours on top of the 15 available to all 3 and 4 year olds.

This funding can be used for Morning or Afternoon Sessions and/or Lunch Club up to a total of 15 hours per week. Any additional hours above the 15 funded hours will be charged at the above rates. Funding may be able to be used for Early Drop Off sessions in certain circumstances i.e. if your child is attending Pre-School for less than 6 hours in a day.

We will provide you with all of the forms you need to complete to claim funding and the funding will come direct to us.

If your child attends more than one setting you will need to decide how to split your 15 hours, or 30 hours depending on your allowance, between settings. If you choose to use all of your funding in another setting we will invoice you directly for your child's sessions with us.

You will be required to pre-book your child's sessions. If you decide to increase your child's sessions after having claimed your funding and you are not claiming your full 15 hours, PreSchool is required to accommodate your request at no charge to you up to the 15 hours but Pre-School will not receive funding for the additional hours which were not claimed. Please ensure that you think carefully about the sessions your child will require when completing your funding application.

Children who are 3 between:	Will be eligible for 15 hours funding from:
1 April and 31 August	September (Term 1)
1 September and 31 December	January (Term 3)
1 January and 31 March	April (Term 5)

Government Funding for 2 year olds

Your child may be entitled to a part funded place if you are in receipt of income support or are on means tested benefits. Please speak to either the Manager or the Pre-School Treasurer or Chair for further details.

Invoicing

Our academic year is split into 6 terms as follows:

Term 1	Sept-Oct
Term 2	Oct-Dec
Term 3	Jan-Feb
Term 4	Feb-Mar
Term 5	April-June
Term 6	June-July

Fees will be invoiced at the start of each term. Parents will be asked to fill in a form confirming the sessions their child will attend in advance.

If you require additional sessions for your child please speak to a member of staff to confirm availability. Any sessions in addition to your child's pre-booked sessions should be paid on the day of the additional session.

Payment is due within 14 days from the invoice date unless an alternative arrangement is agreed in advance with the Committee.

Payment

Payment can be made by BACS, cash or cheque.

BACS: Many Parents find it most convenient to pay fees directly into our bank account the details of which are as follows:

Lloyds TSB Bank plc Account number: 19883260 Sort Code: 30-93-93

Parents are requested to use their child's name as reference for any payments made direct to our bank account and notify the Treasurer of payment by email
treasurer@longwittenhampreschool.co.uk

Cheques: should be made payable to "Long Wittenham Pre-School".

Cash: Please put cash in a sealed envelope clearly marked with your child's name and hand to a member of Pre-School staff.

Receipts will be issued by the Treasurer for all payments.

We also accept **childcare vouchers**.

Bounced Cheques

If a cheque being returned to Pre-School's bank account marked unpaid we will:

- Contact the parent/carer of the child concerned.

- Ask for an alternative payment to be made to include any fee that Pre-School is charged by our Bank for accepting the original cheque.

- Parent/carers get 5 days to discuss the returned payment with their bank before we implement the late payment of fees policy as below.

Late Payment of Fees

Long Wittenham Pre-School is a registered charity and relies heavily on the prompt payment of fees in order to function. If parents/carers have any difficulty in paying fees, it is essential that you tell us straight away. We are always happy to discuss the possibility of alternative arrangements such as paying in regular instalments. Please talk to your child's key worker who will put you in contact with the Treasurer.

Your invoice will show the amount due including a £10 late payment fee. If Pre-School receives your payment within 14 days after the invoice date you do not have to pay the £10 fee. Any payments received by Pre-School 14 or more days after the invoice date must include the £10 late payment fee. If you are having difficulties paying your fees please speak to us before the end of the 14 day period to avoid paying the £10 late payment fee.

If fees are not received by Pre-School within 14 days after the invoice date Pre-School will implement the following late payment of fees policy.

- After 14 days from the date of invoice parents will receive a reminder that fees are outstanding including the £10 late payment fee.

- Should fees continue to be unpaid or agreed repayment schedules not met, we may regrettably, stop a child attending any sessions above their 15 hour funded entitlement.

- We reserve the right to ultimately refuse admissions if fees remain unpaid. If the parent has contacted us in advance to make alternative arrangements concessions can be made. Any child in receipt of free funding will be able to attend funded sessions.

- Pre-School reserves its right to pursue the matter in the small claims court if necessary.

- If fees are not paid following a second written reminder (point b above), the Pre-School reserves the right to request a deposit of £100 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving Pre-School, any sums due to the Pre-School having first been deducted. The Pre-School will be entitled to any interest earned on the deposit.

Notice

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One term's written notice is required of a child leaving Pre-School or reducing their sessions, otherwise fees in lieu of notice will be charged. If the notice is later than one term's written notice we reserve the right to charge for the next full term of fees.

If you require an increase in sessions you should speak to the Manager as we require one term's notice of an increase in sessions but if staffing levels permit we may be able to accommodate an increase on less notice but this is strictly at the discretion of the PreSchool.

Refunds

Fees cover staff wages, hire of the village hall, materials, insurance and everyday running costs. We also supplement our income with fundraising. As we are a non-profit organisation, fees must be paid even when your child does not attend for any reason (including holidays or illness). No refund is made for sickness or absence from Pre-School.

Closure

In the event of Pre- School being forced to cancel sessions, we will give as much notice as is reasonably possible. The Pre-School reserves the right to offer replacement sessions in lieu of refunds. Pre-School does not currently open on Bank Holidays and so fees are not charged for Bank holidays.

Voluntary Contribution

We will ask you for a voluntary contribution of £7 per term (or as much as you afford) to cover Pre-School costs incurred in providing your child with snacks. This request will be made at the same time as you receive your invoice. This contribution enables us to offer a varied selection of healthy snacks for your child.

Registration Fee

We do not charge a "registration fee" but we do ask that you pay a £50 deposit upon registration to reserve your child's place. This £50 will then be deducted from your first invoice or returned to you if you receive full funding for your child's place once your funding entitlement is confirmed by Oxfordshire County Council. However, this £50 is non-refundable if you decide to register your child and then withdraw your child before your first invoice.

Other useful Pre-school Learning Alliance publications

- Financial Management (2010)

Policy approved and adopted by LWPS Board of Trustees on 17 October 2016	
Signed on behalf of the provider	
Name of signatory	Jenny Caw

Role of signatory	Co-Chair
Reviewed February	Signed: <i>Jean</i> Dated: 20 Feb 2017
Reviewed June	Signed: Dated: