

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 2022 is £6.00 per hour for 2 year olds and £5.75 for unfunded 3 year olds. We request where possible all children attend a minimum of two sessions per week (6 hours). Fees for Pre-School sessions are:

- **Breakfast Club***
(08:30-09:00 Mon to Fri) £5.00 (subject to availability) *healthy breakfast included*

Breakfast Club sessions will be run subject to demand. Children eligible for funded hours are able to use part of this funding to cover the costs of Breakfast Club, however under the Government's funding rules we cannot use the funding to cover the cost of food and therefore parents using funding hours for this session will be asked to pay £2.50 towards the cost of breakfast.

- **Morning Session**
(9:00 – 12:00 Mon to Fri) £18.00 per session for 2 year olds (£6.00 per hour)
£17.25 per session for unfunded 3 year olds (£5.75 per hour)

- **Afternoon Session**
(12:00 – 15:00 Mon, Wed and Fri only) £18.00 per session for 2 year olds (£6.00 per hour)
£17.25 per session for unfunded 3 year olds (£5.75 per hour)

- **Lunch Club**
(Mon, Tues, Weds and Fri only) £6.00 for 2 year old or £5.75 for unfunded 3 year olds (if not included as part of our afternoon sessions and for children attending a full day).

Parents are asked to provide a healthy pack lunch for the session.

If your child attends only the morning session and wishes to stay on for lunch club this is an additional £6.00 and must be pre-booked.

Snack Fees

A payment of £8.00 per term per child attending a morning session should be made 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 fee enables us to offer a varied selection of healthy snacks for your child.

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, Pre-School 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.

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 Bursar 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 Bursar of payment by email
sally@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 Bursar 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
- Should fees continue to be unpaid or agreed repayment schedules not met, we may regrettably, stop a child attending any sessions.
- 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.

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.



Children of Staff Members

Children of staff members will be offered a reduced hourly rate with the understanding that their child/children will remain at Pre-School until they are of school age. This is explained more fully in the staff handbook.

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:  Dated: 20 Feb 2017
Reviewed March 2020 <i>Updates to fees and snack contribution</i>	Signed: C.Ball Name: Caroline Ball Dated: 09/03/2020
Reviewed May 2022 <i>Updates to fees and snack contribution</i>	Signed: C.Ball Name: Caroline Ball Dated: 03/05/2022