

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

As of September 2023, our hourly rate is £6.75 for unfunded 2 year olds and £6.25 for unfunded 3 year olds. We request that all children attend a minimum of two 3 hour sessions per week where possible. Fees for Pre-School sessions are:

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| · Breakfast Club*
(08:30-09:00 Mon, Tues,
Wed and Fri only) | £5.50 (subject to availability) <i>healthy breakfast included</i>

<i>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 we request that parents using funding hours for this session pay a contribution of 45p per session towards the cost of breakfast</i> |
| · Early Drop Off
(08:45-09:00 Mon, Tues,
Wed and Fri only) | £2.75 per morning |
| · Morning Session
(9:00 – 12:00 Mon to Fri) | £20.25 per session for unfunded 2 year olds (£6.75 per hour)
£18.75 per session for unfunded 3 year olds (£6.25 per hour) |
| · Afternoon Session
(12:00 – 15:00 Mon, Wed
and Fri only) | £20.25 per session for unfunded 2 year olds (£6.75 per hour)
£18.75 per session for unfunded 3 year olds (£6.25 per hour) |
| · Lunch Club
(Mon, Tues, Weds and Fri
only) | This session must be pre-booked. The fees for children attending only the morning session and staying on for lunch club are £6.75 for unfunded 2 year olds and £6.25 for unfunded 3 year olds.
Parents are asked to provide children with a healthy packed lunch for the session. |

Snack Contributions

In order to enable us to provide children with a varied selection of healthy snacks we request that parents pay 45p per morning session attended by their child. The total for each term will be added to each child's invoice which is issued at the start of each term. We acknowledge that we have a responsibility to remove all financial barriers which might prevent families from accessing their free hours of early years education, and as such the snack contribution is voluntary. However, we hope that all parents will appreciate that Pre-School does not have sufficient funds available to shoulder the cost associated with providing a range of healthy snacks for the children, and as such we do rely on parents paying these contributions.

Late Collection Fee

Depending on circumstances, we reserve the right to charge parents for additional hours worked by our staff. As per our 'Uncollected Child' Policy, if a child is not collected by the close of the session then parents/carers will be contacted by staff. If a child is collected more than 10 minutes late from Pre-School, without explanation or warning to the staff, the late collection will be recorded. Repeated late collections will result in late collection fees being levied to parents, at the Manager's discretion, to cover the cost of staffing necessary to care for the child who has been left at pre-school. Invoices for late collection fees will be issued following the late collection, and should be paid within 14 days of receipt.

Government Funding For 3 and 4 year olds

All 3 and 4 year olds are eligible for government funded early years education, totalling 15 hours per week for 38 weeks of the year starting from the funding term after their 3rd birthday (see table below for cut off dates).

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 used for Breakfast Club and Early Drop Off sessions.

Additional Extended Government Funding is also available to some families, increasing the allowance to 30 hours per week.

We will provide parents/carers with all of the forms required to claim funding and the funding will be paid directly to us.

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

Parents/carers will be required to pre-book their child's sessions in advance of each term. Changes to sessions and/or hours will be permitted provided there is space in the desired sessions, however the request must be made before the end of the previous term.

Government Funding for 2 year olds

A child may be entitled to a part funded place if their family is in receipt of income support or are on means tested benefits. Parents/carers should speak to either the Manager or the Pre-School Treasurer or Office Manager for further details.

Invoicing

Our academic year is split into 6 terms as follows:

Term 1	Sept-Oct	(Autumn Funding Term)	Cut off date 31st August
Term 2	Oct-Dec	(Autumn Funding Term)	
Term 3	Jan-Feb	(Spring Funding Term)	Cut off date 31st December
Term 4	Feb-Mar	(Spring Funding Term)	
Term 5	Apr-May	(Summer Funding Term)	Cut off date 31st March
Term 6	June-July	(Summer Funding Term)	

Fees will be invoiced at the start of each term. Parents/carers will be asked to confirm the sessions their child will attend in advance. For terms 2-6 Parents/carers should notify Pre-School of any changes no later than the last day of the previous term. Parents/carers of new starters will request sessions for their child on the Registration Form and these will be confirmed before the start of term along with details of settling in sessions.

If additional one-off sessions are required during the term, parents/carers should speak to a member of staff who will confirm availability. Any sessions in addition to a 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: Our preferred form of payment is by direct bank transfer to the Pre-School account, the details of which are as follows:

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

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

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

Cash: Cash should be placed in a sealed envelope clearly marked with the child's name and handed to a member of Pre-School staff.

Receipts for payments will be issued via email by the Office Manager on request.

We also accept **childcare vouchers**.

Bounced Cheques

In the event of 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.
- Parents/carers get 5 days to discuss the returned payment with their bank before the late payment of fees policy is implemented as detailed 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 they tell us straight away. We are always happy to discuss the possibility of alternative arrangements such as paying in regular instalments. Parents/carers should talk to their child's key worker who will provide details for contacting the Treasurer.

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/carers will receive a written reminder that fees are outstanding
- Fees unpaid by the end of the term will receive an additional written reminder, and payment is expected to be received before the start of the next term, unless another payment plan is agreed.
- 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/carer 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.

Parents/carers requiring an increase in sessions should speak to the Manager as we require one term's notice of an increase in sessions however if staffing levels permit we may be able to accommodate an increase on less notice, but this is strictly at the discretion of the Pre-School.

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 a child does not attend for any reason (including holidays or illness). No refund is made for sickness or absence from Pre-School.

If a child is going to be absent for health reasons for 3 weeks or more and Pre-School is informed in advance, then the fees may be waived at the discretion of the Trustees' Committee.

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 June 2023	
Name of signatory	Sally Durant
Role of signatory	Chair
Recommended Review date	March 2024