

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 all children are met.

10.15 Schedule of fees

Policy statement

It is our intention to make the charges and payments for our service clear to parents/carers from the start.

Hourly rates from 01/04/2020

Children from the age of 2 £4.50.

Children from the age of 3 £4.40.

We charge/claim funding for an afternoon session for inset days that are parents meetings. There are currently two per year.

Late payment of fees £10 weekly from date due for each whole week late.

It is important that parents read the following information, as this forms part of the contract with Court Fields Pre-School CIO.

Back Ground Information

Court Fields Pre-School CIO operates a service, which is fair and competitively priced.

Sessions can be booked during our opening hours 8.30 – 3.45 Monday to Friday. We are open for the equivalent of 38 weeks per year.

Fees and Billing

We offer parents options over sessions.

Our Morning session is 9.00 to 12.30 (this includes lunch time), our afternoon session is 12.30 to 3.00. Early starters option 8.30 to 9.00 and late leavers session 3.00 to 3.45.

All day sessions are also available Monday – Friday.

This policy is reviewed no more than twice a year.

If your child is absent from pre-school due to illness, holiday etc., we will still charge for those sessions, as we still have to pay our staff their wages. **We charge/claim funding for 2 inset days per academic year, these are used to provide important Parents meetings, an opportunity to work in partnership to support children's, learning, development and well-being.**

If you expect your child to be absent for a longer period of time please contact as soon as possible as we may be able to temporarily fill your child's place, otherwise to hold the session you will be charge normal fees.

We do not charge for Bank Holidays. Our term time table is published at the start of the Autumn Term.

We will charge for sessions where we are forced to close due to unforeseen circumstances e.g. flooding, severe weather conditions, power cut and if instructed by Public Health England and/or Department of Education.

Bills are issued at the start of each term.

Where applicable, these are calculated on the assumption that we will receive funding for all eligible sessions attended. (If this is not the case, you are asked to advise a member of staff as soon as possible).

Fees can be paid in full or in instalments, you can pay by BACS.

You must pay at least half the terms fees the week before the half term and all outstanding amounts must be paid in full before the week before the end of the current term.

We reserve the right to charge for late collection of a child. This will be charged at an hourly rate for every 15 minutes late.

We understand there may be times when paying your fees is difficult – we will actively encourage a mutual agreement for payment.

In some circumstances it may be necessary to reduce sessions or suspend your child from our pre-school until fees are paid up to date; we will avoid doing this if at all possible.

If non-payment continues your child's place will be terminated.

Our notice period for cancellation is 1 month. Notice of cancellation must be given to the Manager in writing. If no notice is given, fees will be due for 1 month notice in lieu.

Non-payment of fees procedure/steps:

We will discuss a payment plan (these instalments will be to pay off the debt, all other fees will need to be paid on time.)

Failure to meet payments as agreed will result in a meeting to make a written agreement, discussion will be noted and a letter sent to the parents stating agreement of procedure both parties agreed on, this will have a timeline for the debt recovery.

If the debt is not paid off as agreed, the child's place will be reduced to Early Years Entitlement Sessions only (if applicable) another letter will be sent to the parents, requesting another meeting.

We will recover any outstanding debts. We will write to the parents to advise that we will proceed to recover the debt through the small claims courts.

Funding for 2 Year Olds

We are an approved provider for families with 2 year old children who meet the criteria below and have applied for funding for 2 year olds. (Somerset County Council will pay for a place for up to 570 hours over the year at a registered childcare provider. A maximum of 15 hours per week is available.)

Parents or carers who receive any of the following are entitled to funding for 2 year olds:

Universal Credit

Income Support (IS)

Employment Support Allowance (Income Related) - not Contribution related

Income-based Job Seekers Allowance (IBJSA) - not Contribution based

Guaranteed Element of State Pension Credit.

Support under Part VI of the Immigration and Asylum Act 1999

Child Tax Credit with an annual taxable income (as assessed by HM Revenue and Customs) of less than £16,190

Working Tax Credit with an annual taxable income (as assessed by HM Revenue and Customs) of less than £16,190

Children are entitled if any of the following applies to them:

Children who are 2 and receive Disability Living Allowance

Children who are 2 and have been adopted, or who have left care through special guardianship or child arrangement orders

Children who are 2 and have a Statement of Special Educational Needs/Education, Health and Care Plan

Children who are 2 and are looked after by the local authority

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0345 300 3900 or visit HM Revenue and Customs (HMRC) website

www.hmrc.gov.uk/taxcredits

Early Years Entitlement.

We are in receipt of Early Years Entitlement for three and four year olds; this will be available from the term after your child's third birthday.

Early Years Entitlement is currently 570 annually. This equates to 15 hours per week for 38 weeks of the year. A minimum of 2 ½ hours and a maximum of 10 hours can be claimed in any one day. A maximum of 15 hours in any week. You can use two providers but you can only claim the maximum entitlement of hours per funding period in total.

To claim the Early Years Entitlement the following information is needed:

Child's birth certificate or passport

Early Years Entitlement parent declaration form completed every term.

All fees charged relate to those hours or weeks not funded by the Early Years Entitlement. Parents will be required to pay for:

Hours/weeks that exceed the Early Years Entitlement allowance

Eligibility for the extended entitlement

Working* parents of three and four year olds will need to meet the following criteria to be eligible for up to 30 hours a week funded childcare:

- Each earns or expects to earn the equivalent to 16 hours a week at the National Minimum or Living Wage over the coming three months. This equates to £120 a week (or about £6000 a year) for each parent over 25 years old, or £112.80 a week (or about £5800 a year) for each parent between 21 and 24 years old and £56 a week for apprentices in their first year.

This means you don't have to actually work 16 hours a week but earn at least the equivalent of these wage rates.

*'Working' will include the employed and self-employed, and people on zero-hour contracts, and people away from work due to statutory sick pay, maternity, paternity or adoption leave, and where one parent is working and the other is in receipt of benefits due to caring responsibility or disability.

Who will not qualify?

Families will not meet the criteria when:

- either parent has an income of more than £100,000
- those that are not in paid work
- either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

How do I apply?

You must apply for the extended entitlement hours through www.childcarechoices.gov.uk

You will need:

- Your National Insurance Number, and your partner's National Insurance Number (if applicable)
- Child's name and date of birth

If you are eligible, you will receive an 11 digit code to take directly to a participating childcare provider. They will then gain your written permission to verify the code with the Local Authority. Once verified, a place can be confirmed for the funding period after your child becomes 3 years old.

If you have any problems applying for the extended entitlement please ring the HMRC Helpline on 0300 123 4097.

When can I start using my extended entitlement hours?

The offer begins on 1 September 2017, and you may access a place the funding period after your child becomes 3 years old.

Please note: if you become eligible after the start of a funding period, you must wait until the following period to access your extended entitlement place.

The funding periods are:

- Autumn - 1 September to 31 December
- Spring - 1 January to 31 March
- Summer - 1 April to 31 August

When would my extended entitlement hours stop?

You will be prompted by text, and/or email every 3 months to reconfirm your eligibility details. If you do not reconfirm, or your circumstances change, you will only be able to access the extended entitlement hours for a short time known as a 'Grace Period'.

Date parent receives ineligible decision on reconfirmation	LA audit date	Grace period end date
Between 1 January and 10 February	11 February	31 March
Between 11 February and 31 March	1 April	31 August
Between 1 April and 26 May	27 May	31 August
Between 27 May and 31 August	1 September	31 December
Between 1 September and 21 October	22 October	31 December
Between 22 October and 31 December	1 January	31 March

If the grace period has expired and you have not met the eligibility criteria again, you would only be able to access the universal entitlement (570 hours per year).

Extended entitlement hours will also stop

- When your child reaches compulsory school age
- When your child attends a reception place in a maintained school or academy

Please be aware that if the Extended entitlement is stopped and the sessions are not reduced you will have to pay for the additional sessions as per Fees policy.

Termination of the Contract:

Setting

We reserve 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.

Parents/carers

One month written notice must be given to the pre-school to terminate a child's place, if written notice is not received four weeks fees will be charged, and Early Years Entitlement for the four weeks will be claimed.

Procedures

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by _____ *(name of 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) _____

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)