

Kingsbury Episcopi Preschool.

Fees Policy.

This fees policy forms part of the contract with the parents/carers and Kingsbury Episcopi Preschool.

Background information

We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Fee structure - opening hours and fee rates.

Kingsbury Episcopi preschool is open during school term time, following the Primary school academic calendar.

Our pre-school is open between the hours 9am to 3.15pm on Monday, Tuesday, Wednesday and Thursday, and 9am to 12pm on Friday (subject to number of requests for each session). We offer a lunch club daily between 12pm and 1pm.

From February 24th, 2025, the charge for children **aged 3 to 4 years old will be £5.48 per hour** and for children **aged 2 years old £6.00 per hour**.

Session	Cost	Session	Cost
9am - 12pm (3 hours)	£16.44 (3-4 yrs) £18.00 (2 yrs)	9am - 1pm (4 hours) session and lunch club	£21.92 (3-4 yrs) £24.00
9am - 3.15pm (6.25 hours)	£34.25 (3-4 yrs) £37.50 (2 yrs)		

Early years entitlement (EYE)

The universal EYE can be accessed at pre-school. As pre-school is a term time setting the universal EYE covers approximately 15 hours each week; this can be taken as 5 three-hour sessions or 3 four-hour sessions and 1 three-hour sessions, or 2 all day sessions (12.5 hours) and a three-hour session over by $\frac{1}{2}$ an hour each week.

The working family's entitlement of 15 hours can be claimed in addition to the universal EYE once parents have applied for an eligibility code from HMRC which has been verified by Somerset County Council Early Years Entitlement Team.

Other payment methods

We accept childcare vouchers and Tax-Free Childcare payments.

Additional charges

If we arrange extra activities or events they will be charged as individual events that parents/carers can choose to access and are usually organised outside of the normal pre-school sessions.

Fees are payable or EYE can be claimed in the following circumstances:

- If you intend to remove your child for family holidays during term time fees will be charged as we are still holding a place open for your child with appropriate staff ratios. If there are extenuating circumstances for the family involved, then we would be prepared to discuss this with the family.
- In the case of short-term illness i.e. 1 to 7 days, fees will be charged for all sessions that your child normally attends.
- Long term illness will be assessed on an individual basis. If you require the place to be kept open, then fees will be charged as above. If the space is not required by another child and we are able to adjust staffing levels, we may be able to waive the fees for part or all the period of sickness.
- Short emergency closures due to unforeseen circumstances i.e., severe weather, flooding, heating failure etc.

We **do not** charge for Bank holidays or INSET days.

We **do not** charge for planned closure of preschool.

We **do not** charge to book a place or for registration of your child into the pre-school.

Invoices

Fees will be invoiced each term; invoices are given out by hand on the sessions that the child attends. We aim to give out invoices in the first half of the term.

Parents will receive an invoice indicating hours attended at the pre-school, EYE hours if applicable and hours for which a payment is expected.

Payment due date will be stated on the invoice. Payments may be made in full or in instalments. Payments will be made through the Primary school Wisepay account, and each family will be set up with an account.

They can also be made through the Childcare vouchers or the Tax-Free Childcare vouchers.

Changes to child's hours.

Parents can change a child's hours of attendance by speaking to the supervisor or member of staff or completing a 'session request' form.

The notice period for cancellation of a child's place is 4 weeks; this is the notice period for which the EYE will cover. Requests must be made to the supervisor or deputy supervisor. Alternatively, fees are paid for time in lieu of notice.

Late collection fee.

Parents will be charged if they are late to collect their child fees will be charged after 15 minutes. The late collection of a child will be charged at £5 per 30 minutes, with a minimum charge of £5. Pre-school will ensure that we adhere to statutory requirements on staff ratios and have always at least 2 staff on the premises. Please note that procedures as identified in our drop off and collection policy will also be implemented.

Universal entitlement (15 hours)

All three- and four-year-olds are entitled to 570 hours per year of universal funded

early years provision for up to six funding periods before they reach statutory school age (the beginning of the funding period following the child's fifth birthday).

This equates to approximately 15 hours per week. A maximum of 10 hours can be claimed in any one day. You can use more than one provider, but you can only claim the maximum entitlement of hours per funding period in total. All fees charged by the pre-school relate to those hours or weeks not funded by the EYE for eligible children.

Should the number of sessions attended exceed the claimable quantity; parents/carers will be responsible for payment of any excess sessions at the current costs. These will be issued in the form of an invoice as described above.

To claim the EYE the following information is needed:

- Child's legal documentation - birth certificate or passport.
- Child registration form.
- EYE parent declaration form - completed each term and signed by parent. A new parent declaration form must be completed if parent changes hours being claimed.

EYE parent declaration forms will be issued by the Administrator. These forms must be completed and returned by the date given.

Failure to do so will mean the parent/carers will be responsible for meeting the cost of all the sessions in full as they will not be able to claim EYE funding.

Extended EYE hours.

For eligible working families, three- and four-year-olds are entitled to an additional 570 funded hours (up to 30 hours per week or 1,140 hours in total (universal + extended) across the year). This will include some children in foster care. Information on the eligibility criteria and how the parent applies can be found at:

www.somerset.gov.uk/eye30

This is spread over the year as follows.

Funding period			Max. no. of weeks	Max. No. of hours Universal EYE	Max. No. of hours Additional EYE
Period	From	To			
Autumn	01 September	31 December	14	210	210
Spring	01 January	31 March	11	165	165
Summer	01 April	31 August	13	195	195
Total			38	570	570

The extended entitlement can only be claimed from the funding period following the child's third birthday and with a valid 30 hours code issued by the required date. If a child becomes eligible after the start of a funding period, they will not be able to

access an extended entitlement place until the following funding period. Please see the table below which explains when the extended entitlement hours can be used from.

Child's third birthday falls between	Parent needs to apply, get a code and present code to childcare provider before	Once a place is confirmed, parent can start to use their extended entitlement hours from
1 September - 31 December	31 December	1 January (spring)
1 January - 31 March	31 March	1 April (summer)
1 April - 31 August	31 August	1 September (autumn)

Parents (except foster carers) must apply through the government Childcare Service via www.childcarechoices.gov.uk for the extended entitlement. Confirmation of a parent's eligibility is only via an 11-digit eligibility code starting with 5, generated by the Childcare Service.

To claim the **working family's entitlement** (parents need to meet the eligibility criteria by applying to HRMC for childcare entitlement) the following information is needed:

- Child's legal documentation - birth certificate or passport
- Child registration form.
- EYE parent declaration form - completed when appropriate and signed by parent/carer. A new parent declaration form must be completed if parent changes hours being claimed.
- Eligibility code from registered parent from HMRC
- Registered parents National Insurance Number and consent to share NI with EYE team.

If a parent does not give permission to share their National Insurance Number preschool will not be able to accept the additional EYE funding and parents will be liable for payment for the hours used by their child in preschool.

Parental responsibility: reconfirmation of eligibility:

It is the responsibility of parents to reconfirm every 3 months for confirmation of eligibility to continue to receive the working families' entitlement. See below regarding the 'grace period'.

Grace period

Parents will retain their childcare place for a short period should they become ineligible for the additional entitlement (30 hours funded childcare offer).

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

Somerset Council will notify preschool when a parent falls out of eligibility and inform them of the grace period end date. Once the grace period has ended the child will continue to be able to claim the universal EYE. Should the number of sessions attended exceed the claimable quantity; parents/carers will be responsible for payment of any excess sessions at the current costs. These will be issued in the form of an invoice as described above.

Funding for 2-year-olds.

For children who qualify for funding for two-year-olds, the funding will be available from the date stated on the acceptance letter; this will not be earlier than the first day of the funding period after their second birthday. Please see www.somerset.gov.uk/2YO for eligibility criteria and the online application form. The maximum weekly hours that can be claimed is 15 and up to 570 hours across the funded year. In the summer funding period, the maximum supported family hours that can be claimed is 242.

To claim the funding for 2-year-olds the following information is needed:

- Child's legal documentation - birth certificate or passport
- EYE parent declaration form. A new parent declaration form must be completed if parent changes hours being claimed.
- The letter or email confirmation received by parent which states that their child is eligible for 2-year-old funding.

Debt management

Monitoring payments in arrears

- Date is set for payment on invoice.
- Administrator checks payments against invoices on due date.
- All parents/carers who have not paid are contacted face to face or by email to remind them, about payment date and expectation of when payment is due i.e. end of week.
- If payment not received by the agreed date (as above), childcare setting will follow non-payment of fees procedure.

Non-payment of fees

- Arrears procedure followed (incl. documentation of how information will be recorded).
- It is the parents' responsibility to ensure that a child's legal documentation is produced so that EYE claim or 2-year-old funding can be claimed, otherwise parents will be charged the usual fees for sessions attended.
- Meeting to set up debt recovery - needs to be within a week of outstanding invoice.
- A payment plan will be agreed, stating amount, what this covers, the time scale and the dates of payment, also including procedure if payment is missed. Payment plan will be signed by both parties, and copy given to parent.
- If a parent defaults on the payment plan. (Procedure detailing what the childcare setting will do if a payment is missed i.e. date set for missed payment, or child's hours are reduced to EYE hours only until debt is cleared (if child entitled to EYE),

if debt is not cleared or payments within payment plan not made, then place will be withdrawn. If child is not entitled to EYE, date set for missed payment, place is withdrawn. Meeting to discuss with parent, followed by letter).

- Recovery of outstanding debt - should fees remain unpaid a letter will be sent requesting payment in full within 14 days from the date of the letter or proceedings will be taken through the small claims court instigating the reclaiming of the outstanding amount.
- The setting is sympathetic to financial difficulties, and we actively encourage a mutual agreement. Please contact the Administrator or supervisor who will treat any information received as confidential.

Termination of the contract

The setting reserves 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 setting to terminate a child's place, if written notice is not received four weeks fees will be charged, and EYE for the four weeks will be claimed.

Signposting to Other Entitlements Which May Be Available

- Tax Free Childcare www.childcarechoices.gov.uk
- Employer childcare vouchers

Review of fees

- Fees are reviewed regularly to ensure the hourly rate charged covers the running costs of the pre-school to continue to provide quality care and education.
- The Primary school governing body reviews fees regularly to bring them in line with the hourly rate provided by the EYE by Somerset Council.
- Parents are given notice of changes to fees by letter with a half term's notice. Parents are advised to discuss with the supervisor if they have any questions about increases to fees.
- Parents are given notice of changes to the fees policy by letter and copy of the policy. The notice period for changes is 1 month. Parents are expected to sign a return slip on a notification letter to ensure they have received and agreed the changes.

Links to other policies

Preschool prospectus; Preschool Admissions Policy; Drop-off and collection policy.

Links to documentation

- Statutory Framework for Early Years Foundation Stage - Safeguarding and Welfare Requirements
- Somerset's Local Provider Agreement