

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. Please inform us if you wish to use these methods of payment.

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 online to the school account at Somerset Council; details will be indicated on the invoice.

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

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.

Working family's entitlement for eligible children.

For eligible families and eligible children in foster care:

- Children aged from 9 months to two years (except those awarded Early Learning for 2-year-olds funding) are entitled to up to 30 hours per week or 1,140 hours in total across the year.
- Children aged 2 awarded Early Learning for 2-year-olds funding are entitled to up to 15 hours a week or 570 hours in total across the year in addition to their Early Learning for 2-year-olds entitlement.
- Children aged 3 and 4 are entitled to up to 15 hours a week or 507 hours in total across the year in addition to their universal entitlement. Children remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday.

The working family entitlement can only be claimed from the funding period following the time the children become 9-months-old and with a valid code issued by the required date. Parents must apply for the working family entitlement through the government's Best Start in Life parent hub www.beststartinlife.gov.uk

Child reaches eligible age between:	Parent needs to apply, get a code and present code to preschool before:	Once a place is confirmed, parents can use their working family entitlement hours from:
01 September to 31 December	31 December	Spring funding period
01 January to 31 March	31 March	Summer funding period
01 April to 31 August	31 August	Autumn funding period

Confirmation of a parent's eligibility is only via an 11-digit eligibility code starting with 5, generated by HMRC. Any issues with applications please contact the HMRC helpline directly on **0300 123 4097**.

To claim the **working family's 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 working family entitlement.

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.

Working family entitlement for children in foster care

Children in foster care who are aged from 9 months old, will be able to receive the working family entitlement, if the following criteria are met:

- Accessing the working family hours is consistent with the child's care plan
- Where this is a single foster parent family, the foster parent holds additional paid employment outside their role as a foster carer
- Where there are two foster parents in the same fostering household, both partners hold additional employment outside their role as foster carers.

Early Learning 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 Early Learning 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 Early Learning for 2 year olds.

Early years pupil premium

Children must receive the early years entitlement in order to qualify for early years pupil premium (EYPP). Information on the eligibility criteria for parents and the application form for parents to apply is available at:

<https://www.somerset.gov.uk/education-and-families/early-years-pupil-premium-information-for-parents/>

Debt management

Monitoring payments in arrears

- Date is set for payment on invoice.
- School business manager 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/month.
- If payment not received by the agreed date, 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 (universal and or working family's) claim or Early Learning for 2 year olds 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 school business manager 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; Preschool Attendance Policy.

Links to documentation

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