

## **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.

## **10.12 Fees and Charging Structure**

### **OUR CHARGES AND UNIVERSAL FUNDING STRUCTURE**

At our pre-school, we believe in open communication with all parents/carers and are therefore presenting this Charges and Universal Funding structure in order to ensure that everyone fully understands our charging. We are open for 38 weeks per year, closing on Bank Holidays. Our session charge may not include any outings, celebrations or entertainment that is in addition to our usual session activities.

**SESSION CHARGES:** Session charges are payable termly in advance, in accordance with the rates in force at the time. Charges are reviewed annually in September of each year, or in the event of any changes to the Code of Practice. Our current charges are:

Morning Session	£ 14.00
Afternoon Session	£ 14.00
Lunchtime Supervision	£ 6.00

**ILLNESS/ABSENCE:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**CLOSURES:** Fees are not returnable in the event of circumstances beyond our control. (see Emergency Closure Policy)

**LATE PICK UP:** Children must be collected promptly at the end of a session. Should a child fail to be collected by a parent/carer or authorised person within 10 minutes of the session end without good reason, a late collection charge of £10.00 will be payable and a further £10.00 per every half hour thereafter. Persistent late collection may result in your child losing their place at the pre-school.

**LATE PAYMENTS:** Session and lunch charges are to be paid within 2 weeks of the invoice date. In cases of financial hardship, please contact the administrator in confidence so that alternative payment arrangements can be made. If, without negotiation, invoices are not settled we reserve the right to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of the Universal Funding will be unable to access any additional, chargeable, hours until outstanding invoices are settled.

**ADMINISTRATION FEE:** We ask for a £30.00 non-refundable administration fee upon your acceptance of your child's place. This is not required for children who are only accessing their funded hours. There is also a

£50 refundable deposit which will be deducted from your first invoice assuming your child takes up their place and does not have any outstanding payments.

**PAYMENT METHODS:** Invoices can be settled by BACS, using childcare vouchers or through the tax-free childcare scheme. BACS payments should be made to A/C 76061700, Sort Code 090155, with the child's full name as a reference.

**UNIVERSAL FUNDING** (15hrs of Free Early Education) The following information details how your child can access their Universal Funding (15hrs of funded sessions - previously known as Free Early Education) at this pre-school.

All children become eligible for 15hrs of Universal Funding at the start of the term after their third birthday in line with the Department for Education table below:

<b>A Child born on or between:</b>	<b>Will be eligible for 15 hours free nursery education from:</b>
1st April and 31st August	Start of Term 1 (September) following their 3rd birthday
1st September and 31st December	Start of Term 3 (January) following their 3rd birthday
1st January and 31st March	Start of Term 5 (April) following their 3rd birthday

In order to receive the Universal Funding for your child you must complete and return the parental declaration form given to you at the start of each term by the advertised deadline. Failure to do this will result in you being charged for the sessions your child attends at the current rates.

### **UNIVERSAL FUNDING OVER 38 WEEKS**

Each child will be funded for a maximum of 15 hours per week.

At this pre-school, the funded hours are offered in the following formats.

Morning Session: 09.15 a.m. – 11.45 a.m.	2.5 hours free
Lunchtime Session: 11.45 a.m. – 12.30 p.m.	Chargeable
Afternoon Session: 12.30 p.m. – 3.00 p.m.	2.5 hours free

Children attending non-funded sessions in addition to their funded hours will be charged at our current rates as shown in the table on the previous page. You will be invoiced in the usual way showing how many funded hours your child is receiving in that period and what the additional charges are.

There are activities throughout the year which are included in your child's hours of Universal Funding.

Please note that the Universal Funding can be split between 2 providers up to a maximum of 15 hours per week.

**EXTENDED ENTITLEMENT FUNDING** Your child cannot access their Extended Entitlement through our pre-school. If your child is eligible for 30hrs of funded childcare/week you can claim your additional 15hrs at another setting but your Universal Funding must be assigned to our setting.

**NOTICE PERIOD** If you wish to withdraw your child from some or all of their sessions at the pre-school you are required to pay for those sessions until the end of the current full term. We would be grateful if you could give us as much notice as possible.

This policy was adopted at a meeting of	Cobham Community	<i>(name of provider)</i>
	Preschool	
Held on	<u>January 2021</u>	<i>(date)</i>
Date to be reviewed	<u>January 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Leah Harrington</u>	
Role of signatory (e.g. chair, director or owner)	<u>Committee Chair</u>	