



Ferring Funtime Community Pre-school

FEES AND FUNDING – Policy No. 2

Policy Statement

To ensure the smooth running of Ferring Funtime Community Pre-school, fees must be invoiced and paid promptly.

Procedure

When a parent wishes to register their child at Ferring Funtime, a registration form will be sent to them along with a copy of our Prospectus, Admissions Policy, Fees & Funding Policy and a Childcare Choices leaflet. The parents are required to sign that they have received and read the enclosures before they can be registered.

In summary, these documents detail:

- Deposit
- The session times
- The session fees
- Fees payable if parents/carers are late collecting their children
- Our payment terms
- Penalty fess for late payment of fees

As a registered charity we believe that as many children as possible should be offered the chance to attend the pre-school. An inability to pay fees on time as a result of genuine financial hardship will be viewed sympathetically.

Free Entitlement

As a part of the governments Free Entitlement Scheme, WSCC provide various levels of funding as follows;

Age	Funding Type	Qualifying Hours/Weeks	Description
2 Yrs.	2-Year-Old Funding	15 hrs per week for 38 weeks of the year.	Some families are entitled to this, applications must be made to through; https://www.childcarechoices.gov.uk/
3-4 Yrs.	Free Entitlement	15 hrs per week for 38 weeks of the year.	All children of this age are entitled to this funding from the beginning of the term following their 3 rd birthday.
3-4 Yrs.	Free Entitlement - Extended Hours	Additional 15 hours per week for 38 weeks of the year.	Some working parents qualify for this funding and must apply quarterly through; https://www.childcarechoices.gov.uk/

Any sessions over and above these funded hours must be paid in full by you, in advance.

For a straightforward explanation of all government childcare support please visit;
www.childcarechoices.gov.uk.

To apply for your funding you must complete a WSCC Free Entitlement Parent Declaration Form, (which we will give you at the appropriate time) and show us evidence of your child's birth date, either a birth certificate or passport. The free entitlement payments are claimed and made directly to the pre-school.

DETERMINING ELIGIBILITY FOR THE FREE ENTITLEMENT	
A child born between:	Will be eligible for the Free Entitlement from:
1 st April and 31 st August	The start of the Autumn Term (1 st September) following their 3 rd birthday until statutory school age.
1 st September and 31 st December	The start of the Spring Term (1 st January) following their 3 rd birthday until statutory school age.
1 st January and 31 st March	The start of the Summer Term (1 st April) following their 3 rd birthday until statutory school age.

Deposit

Parents will be asked to pay a deposit of £30.00 when they are offered a place for their child. The deposit is non-returnable but will be deducted from future fees or charges where applicable.

Any reduction in the number of sessions requires six weeks' notice and the sessions will continue to be charged until the six weeks' notice expires.

Children are admitted in the following order:-

- Children returning to pre-school in September who have attended in the previous academic year (and will be given preference on choice of sessions)
- New children – places will be allocated on a first come first served basis in exceptional circumstances please refer to our General Admission Policy. No. 1

Fees

Pre-school fees are currently £5.00 per hour.

Morning Session	Lunch Session	Afternoon Session
08.50 -11.50	11.50 -12.50	12.50 – 15.20
(3 hours)	(1 hour)	(2.5 hours)

Payments

Fees are payable **monthly in advance**, if for any reason, you are unable to pay on a monthly basis, please contact the Office Administrator to discuss a suitable payment plan. Please ensure that the payment plan is agreed as soon as the invoice is received.

All sick days and absent days including holiday taken in term time must be paid for and cannot be exchanged for other days.

The pre-school is unable to waive fees for absence due to holidays and sickness. If you wish to remove your child from pre-school, we require a full half terms notice in writing.

If parents are 15 minutes late or more without giving us prior notice in picking up their child from pre-school, a late pick up fee will be payable. You will be charged for the full hour at £5.00.

You can make payments by bank transfer or vouchers, we currently accept Kiddivouchers, Care4 & Edenred. We may consider payments by cheque or cash with prior agreement.

In the event of pre-school closing due to bad weather, money and sessions will not be refunded.

Adjustments

Invoices will be issued for any increase to the number of sessions attended and are to be paid immediately.

Payments should be handed to the Office Administrator or Manager.

Fee Reminders

A reminder will be issued if payment or a query has not been received by the due date. We will issue two formal reminder letters, the second of which will incorporate a £20.00 late payment fee. A third reminder letter will be issued from our Solicitors and then the matter will be pursued through the Small Claims Court. Please refer to our Payments Arrears policy for further details.

Please note that unless alternative arrangements have been discussed and agreed, failure to pay by the due date on the reminder, will result in the withdrawal of any extra non-funded sessions, and if necessary legal action may be taken to recover monies owed.

Schedule of Fees

Non-refundable deposit amount: £30.00
Hourly Rate: £5.00

Other Charges


Early arrival/late collection fee of £5.00 per additional 15 minutes

Late Payment fee of £20, plus daily interest of 3% above the Bank of England base rate charged on the outstanding amount.

This policy was updated and adopted on..... 30th January 2019

To be reviewed by January 2020

Signed on behalf of the pre-school  **Chair**

.....  **Treasurer**