

**Milverton Community Primary School and Pre-School**  
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## 10.15 Schedule of Fees and Finance

### Purpose

To give clear and concise responsibility for the financial aspects of Milverton Community Preschool.

### Policy Statement

We aim to provide high quality care and education. In order to do this effectively regular income and expenditure will be required.

We offer Universal Early Years Entitlement (UEYE), Additional Early Years Entitlement (AEYE) funding and 2 year old funding.

- Some 2-year-olds are eligible for 15 hours free childcare, for example if you get certain benefits.
- Universal EYE (UEYE) funding of 15 hours per week, term time only is available to all children the term after their 3<sup>rd</sup> Birthday.
- Additional EYE (AEYE) funding of 15 hours per week, is available to children of working parents who meet the criteria set by the government, the term after their 3<sup>rd</sup> Birthday.

### Schedule of fees

Hourly rate from age 2-4 years	£4,50 per hour
Additional sessions above agreed hours	£4.50 per hour

### Deposit when applying for a place

- When applying for a place at Pre-School, we ask for 4 weeks deposit so that we can secure a place for your child on days you have requested. The amount is based on the hours you require. If your child will only be using the hours under the early years entitlement of 15 or 30 hours, the amount would be £100 which would be refunded directly to you once you take up your place. Further information will be given in regards to the amount and ways to pay on application
- The deposit to secure your child's place and will be taken off your first bill once they have started Pre-school with us.

## **Procedures for payment of fees**

- All preschool fees are administered termly via our online system ParentMailX. Paper copies are available if requested.
- Any additional sessions attended will be invoiced separately.
- Payment of fees are sent to parents just before the start of a term with the monthly payment plan included. Payments are due on the first of each month, as detailed on your paper bill.
- In the event of absence, for any reason, full fees are payable. This includes absence for holidays and through illness. Long term illness will be viewed with discretion.
- Late or non-payment of fees may result in your child's place at the preschool being terminated with immediate effect. Please keep preschool informed of any changes within your financial situation it may be appropriate to draw up a payment.
- Should you decide to leave the preschool four weeks written notice is required. Full fees are payable for this four week period regardless of attendance.
- The School governing body will review the fees annually.
- Invoices can be paid by vouchers or ParentMail.
- Our preschool accepts Childcare Voucher Payments which parents need to organise through their employer.

## **Procedure for non-payment of fees.**

If a family has used the services provided by the pre-school without payment or their payment is dishonoured, and no discussion has taken place about the financial situation of that family the pre-school will follow the following staged procedure:

- Issue and 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days no further action will be taken.
- If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days plus a £10.00 administration fee. If payment is received within seven days no further action will be taken.
- If after seven days full payment or a payment plan, agreed by the pre-school's management, has not been received a 'Final Warning' letter will be issued. At this stage, your child(ren) will be unable to attend the setting until full payment has been received. If payment is received within seven days no further action will be taken.
- If payment is not received within seven days the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend at County Court, costs will be applied at a rate of £20 per hour.

## **Free Preschool Education for 3 and 4 year olds**

Education grants will be issued by the government from the beginning of the term following your child's third birthday. For example; if your child is 3 in May you will receive grants from 1st September. Term times are issued by Somerset County Council, a copy of which can be obtained from the lead-practitioner.

The Preschool lead-practitioner will administer your allocated grant hours.

- Grants will be administered in allocated hours in blocks as follows;
  - hours can be used for a morning session
  - hours can be used within an afternoon session
  - 6 hours can be used within a full day
- Additional hours of attendance will be charged for as above.
- You may choose to use your grants at one setting only or divide between settings. You must, therefore, advise the preschool lead-practitioner if your child attends another early years setting so that the funding can be calculated accordingly.
- The preschool lead-practitioner will notify you of any changes made by the Local Authority for Preschool Education Funding.

To claim the **Universal EYE** (15 hours) the following information is needed:

- Child's legal documentation – birth certificate, passport (on registration, copy needs to be sent to Entitlements Team)
- EYE parent declaration form - completed when appropriate and signed by parent/carer.

I am aware that if I do not produce my child's birth certificate **within 2 weeks** of start date, I will be charged at **Milverton Community Pre-School's** hourly rate for the child's attendance within those 2 weeks

Parents signature \_\_\_\_\_

Date \_\_\_\_\_

To claim the **Additional EYE hours** the following information is needed:

- Child's legal documentation – birth certificate, passport (on registration, copy needs to be sent to Entitlements Team)
- EYE parent declaration form - completed when appropriate and signed by parent/carer.
- Eligibility code from registered parent (HMRC)
- Registering parents National Insurance Number (consent to share NI with EYE team)

I give **Milverton Community Pre-School** permission to share my child's details and my National Insurance Number with the Early Years Entitlements Team, Somerset County Council.

National Insurance Number \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

If parents do not give permission to share their National Insurance Number then Milverton Community Pre-School would not be able to offer the additional EYE hours.

### Grace period

Your child will enter the grace period if you cease to meet the eligibility criteria set out in the childcare (Early years Provision Free of Charge) (Extended entitlement) Regulations 2016, as determined by HMRC or a First-Tier tribunal in the case of an appeal.

During the grace period your child will remain funded, if you will not meet the eligibility criteria by the end date of the grace period the you will need to give 4 weeks' notice prior to the grace period end date to cancel any additional EYE hours or you will be billed at the hourly rate of Milverton Community Pre-School.

### Details of Grace Period

<b>Date parent receives ineligible decision on reconfirmation</b>	<b>LA audit date</b>	<b>Grace period end date</b>
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

I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and did not give sufficient notice about changing my child's hours.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

### Signposting to Other Entitlements Which May Be Available

- Tax Free Childcare – [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- Childcare vouchers

### Late collection charges

Children's welfare is of utmost importance to us and they can be distressed when the parent/carer is late. If a child is picked up between 3.05 and 3.15 there will be a charge of £5. For any additional time you will be charged an additional hours fee.

### Procedures for closing due to unforeseen circumstances.

The pre-school has everyday expenses to meet such as staff wages which have to be paid whether the pre-school is open or not. In the event of the pre-school being shut e.g due to snow, or circumstances beyond our control, the following procedure will be followed:

- The pre-school will act as the school, if the school shuts or opens late to allow for safe travelling to our premises the pre-school will do the same unless you are informed otherwise.
- Parents can find out on the school website [www.milvertonprimary.co.uk](http://www.milvertonprimary.co.uk) and will receive a notification email through ParentMail.
- Fees will still be claimed for the children who claim funding and therefore fees are still payable for those under 3 who pay, or who access more than the 15 hours and pay for the extra.

### **Purchasing of equipment and resources.**

The Board of Governors will give the preschool a yearly budget to spend on equipment and resources. The lead-practitioner, Charlotte Pringle Kosikowsky will consult with the key-workers to ensure that adequate stocks are maintained in the Pre-School.

### Roles and Responsibilities

The Lead-practitioner, Charlotte is responsible for the enforcement and compliance of this policy during the day to day running of the pre-school. The lead-practitioner will provide interpretations in the event of the need for clarification or whenever there is a dispute. Overall responsibility lies with the Head Teacher and the Governors.

### References

This policy interlinks with the following policies and procedures;

- Staffing
- Working in Partnership with parents
- Data protection
- Confidentiality
- Lost child and collection policy, Equal opportunities
- Charging and remissions
- This Policy links to Numbers

I agree to **Milverton Community Pre-School's** Fees Policy.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Milverton Community Pre-school

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September 2022

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July 2023

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Charlotte Pringle Kosikowsky

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