

# Little Bears Preschool

## Charging Policy

Please respect our charging policy, as the fees charged for Pre-School care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the Pre-School.

### Booked Sessions

Pre-School provides sessional day care

Day	AM	Lunch	PM
Monday	9-1pm		No session
Tuesday	9-12pm	12-1pm	1pm-3.15
Wednesday	9.30 -1130 Play and Stay session for parent/carers and children 0-3 years		No Session
Thursday	9-12pm	12-1pm	1pm – 315pm
Friday	9-1pm		No Session

Childcare can only be booked by session and will be charged accordingly.

Sessions are requested on registration by filling out the Booking Form and confirmed as booked in the registration letter issued by Pre-School on receipt of the Registration and Booking Forms.

### 2. Free entitlement grant funded sessions provided

Government free entitlement grant funding enables us to provide your child with 15 hours of free childcare per week over 38 weeks in five 3hr sessions. 570 hours can be claimed in the year from the funding block (term) after your child turns 3. Sessions (hours) booked over the 570 hours will be charged for.

Eligible children can start at the Pre-School after headcount week despite us not being able to claim funding, however we will only be able to accommodate the children in sessions where there is availability within the staff:child ratios at that time.

To claim the grant funding for your child, you must sign a declaration stating the number of hours for which you are claiming grant funding. Proof of the child's identity and home address will also be required. You can claim grant funding the term after your child turns three years old or if you are entitled to 2gether funding, the term after your child turns 2 years old.

### 3. Fees

Fees are charged on a sessional basis for any sessions booked that are not grant funded. Please refer to the fee structure sheet in the Operational Plan or on our website for current fees per session (including sessions booked over the free entitlement).

There are no discounts for siblings.

Ad-hoc sessions can be booked (written/email confirmation required) where there is excess capacity and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff: children ratios can be maintained every day. The ad hoc sessions will be charged at the usual session price. An invoice will be issued at the end of term for any extra sessions you book for your child. If this becomes more regular you will be asked to commit to the session long term as with the other sessions you currently have.

## **4. Illness or holiday**

There will be no refund for sessions missed due to illness or holiday. Please ring or text the Pre-School if your child is ill. If you will be away on holiday, please send an email or write a letter to confirm the dates beforehand.

## **5. Payment of fees**

Fees are reviewed in May/June and any increase is communicated to the parents via a letter in July for a September start.

Fees are due every half term for the current half term and as such are non-refundable due to overheads (unless due notice has been given, see notice periods below). Invoices are issued at the start of every half-term and a payment date of 14 days from the invoice date is given. Pre-School cannot refund any sessions missed due to illness, family holidays or for emergency closures (see our Closure Policy (10.3)). When there is a trip out, fees are still payable and will not be refunded due to ongoing overhead costs. Refunds will only be given in exceptional circumstances at our discretion.

Fees can be paid in cash, by cheque, by standing order or via an employer's childcare voucher scheme. Fees paid by cash or cheque must be handed directly to our Business Manager who will issue you with a receipt immediately.

A reminder will be issued on the day the fees become overdue, followed by a final demand (if fees have still not been paid within 7 days), whereby your child will not be able to attend the sessions (that are paid for) until the outstanding amount is paid. No further debt will be allowed to build up. In exceptional circumstances, Pre-School has the right to deny the child access to their Free Entitlement until the debt has been cleared.

If there is an issue with the payment of fees please contact the Business Manager and we will do our very best to come to an agreement regarding payment. Confidentiality will be assured.

## **Help with paying for your childcare:**

### ***Childcare tax credits***

If your child is not yet eligible for the free childcare entitlement and currently paying childcare fees, please note that you could be entitled to up to 80% of the cost back through Childcare Tax Credits based on your income. You will need to work at least 16 hours or more per week (for couples: if both parents work, one must work at least 16 hours with 24 hours between them, or one parent has to work 24 hours). For more information contact the Tax Credits Helpline on 0845 300 3900 (Open 8am-8pm 7 days a week) or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits).

### ***Childcare Vouchers***

If you are working, you could also get part of your childcare paid in childcare vouchers. Vouchers up to a limit of £55 per week are free from tax and national insurance, and could save a parent up to £1196 a year. Each employed parent can use vouchers, so a two parent family could save up to £2392 per year. It can also save employers money too. Ask your employer if they are registered with a childcare voucher scheme and if not encourage them to contact the Families Information Service on 01604 237935 to request a free employers guide to childcare vouchers.

## **6. Late collection penalty charge**

If you are late collecting your child from Pre-School a late collection penalty charge of £20 will be applied at the committee's discretion.

## **7. Notice periods**

### ***Increasing your child's sessions***

We require four weeks' notice, in writing (an email is acceptable), of your intention to increase your

child's sessions at Pre-School, however we will do our best to accommodate this (if spaces are available) as soon as possible.

**Swapping your child's sessions**

In order to avoid the disruption of the pattern of continuity, the stability of the children and the staff:child ratios, temporary swapping of sessions within the setting cannot be accepted. If extra sessions are required (in addition to those booked), ad-hoc sessions will need to be booked. If you intend to swap your sessions on a long term basis, we require four weeks' notice, in writing (an email is acceptable), however we will do our best to accommodate this (if spaces are available) as soon as possible.

**Reducing your child's sessions**

We require four weeks' notice, in writing (an email is acceptable), of your intention to reduce the number of sessions your child attends at Pre-School. You will be charged for your child's booked sessions during the 4 week notice period.

**Withdrawal from Pre-School**

We require four weeks' notice, in writing (an email is acceptable), of your intention to withdraw your child from Pre-School. You will be charged for your child's booked sessions during the 4 week notice period

Approved (**Chair of Committee**):.....

Reviewed/Adopted on:..... Review Date: .....