

Southwater Village Hall Pre-School Policies and Procedures



Registered Charity No: 1027293

Information and Records

Fees and Payment Policy

Our Pre-School is a non-profit making organisation and a registered charity. It is run by a committee of parents with qualified staff to take charge of the day-to-day running. It aims to keep its fees as low as possible in order that children from all backgrounds have the opportunity to attend. The current cost is £14:00 per session.(INCREASE DUE IN SEPTEMBER 2018 please see below)

Fees are reviewed in the autumn term with any increase being implemented from the following spring term. We can only keep fees as low as possible if everyone keeps to the following conditions:

FEES

- must be paid in full by the end of the second week of a new term. Parents may request monthly/half termly payments in writing. A payment contract is drawn up and signed. The first payment of the agreement must be paid by the end of the second week of term. Fees can be paid by cash, cheque, childcare vouchers or by bank transfer (BACS) into Nat West account number 19605560 and sort code 601117. Missing a payment will result in full payment being due. (please see arrears below)
- a place is reserved for your child on your agreed day(s), therefore fees must be paid regardless of whether your child attends the session or not. If you would like to discuss your payments please speak to Lisa Taylor in confidence.

GIVING NOTICE

- for non-funded children you must give four weeks' notice or money in lieu of notice if you wish to reduce the number of sessions your child attends per week.
- for non-funded children you must give four weeks' notice or money in lieu of notice if you wish to leave Southwater Village Hall Pre-School.
- for funded children accessing any sessions/hours over and above the 15 Universal Free Entitlement hours you must give four weeks' notice or money in lieu for the hours over and above the funded hours.
- for funded children **only** accessing up to the maximum 15 Universal Free Entitlement hours you must give four weeks' notice if you wish to reduce the number of sessions your child attends per week.
- for funded children only accessing up to the maximum 15 Universal Free Entitlement hours you must give four weeks' notice if you wish to leave Southwater Village Hall Pre-School.
- four weeks' notice or money in lieu of notice must be given if you wish to reduce lunch link sessions or leave lunch link sessions, regardless of whether children are funded or non-funded
- any adhoc sessions that you have booked will require a 48 notice period if you no longer request the place. Less than 48 hours notice and the payment will have to be paid.

ARREARS

- Southwater Village Hall Pre-school reserves the right to refuse admission to a child whose fees are overdue by more than 2 weeks.

Additional Costs

- all families are subject to our Pre-School Learning Alliance Constitution membership subscription fee of £10 per term.
This membership fee ensures that you remain a member of Southwater Village Hall Pre-School and that we can continue to provide high quality early years education and care run by appropriately trained and qualified staff, together with:
 - a learning Journal at the end of your child's time at Southwater Village Hall Pre-School. This will include photographic evidence and work based activities following your child's journey (development and progress) in play and learning. This will include those first tentative days to first paintings, early mark making to first attempts to writing letters and words. This membership is requested on a voluntary basis if your child receives only the maximum 15 hours Universal Free Entitlement funding.
- any activities to enrich the children's learning may have an additional cost that would be requested on a voluntary basis.
- Lunch link fees must be paid in full by the end of the second week of term. There is no option to pay in instalments.

If you think you may be entitled to claim Working Tax Credit (which includes a childcare element), please use the contact details below to access further information:

Telephone: 0845 3003900

We accept employer and individual tax relief payment schemes.

If you have any queries regarding our fee and payment policy, then please discuss them with the manager before signing our application to join form. By signing the application form, you agree to these terms and conditions regarding our admissions policy, the Universal Free Entitlement funding policy, our fees, the payment terms and contractual notice.

We are bound to pursue outstanding fees until they are resolved or payment received

PRICES

2018 – 2019 (from September 2018)

- Joining Fee £35 – (voluntary for funded children **only** accessing up to the maximum 15 funded Universal Free Entitlement hours) please see our joining fee policy
- P.L.A Membership Fee -£10 per family per term- (voluntary for funded children **only** accessing up to the maximum 15 funded Universal Free Entitlement hours)
- Lunch Link - £5:50 (NOT included as part of Universal Free Entitlement)
- £15:00 per session for non funded children and for sessions taken over and above the 15 funded universal free entitlement sessions
- Adhoc sessions are available at a cost of £16.50 per session
- Universal Free Entitlement – available on morning (9:15am – 12:15pm) and afternoon sessions (1:00pm – 4:00pm) – term time only – 38 weeks of the year

Fees and Payment Policy

This Policy was reviewed and adopted at a committee meeting of the pre-school held on:

Signed on behalf of the management committee: _____

Name of signatory: _____

Role of signatory: _____

Date to be reviewed: