



Session and Fee Policy / Schedule

Chipstead Pre-school is a not-for-profit charity, we aim to make our Pre-School as accessible to as many families in the community as possible, as part of this we try to ensure our fees are not above market value and represent value for money. We rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. This policy adheres to the standards regulated by Surrey County Council regarding Government Funding for 2-, 3- and 4-year-olds.

Summary of Fees & Charges: (updated May 2023)

Sessions Available

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	3 hrs	3 hrs	3 hrs	3 hrs	3 hrs
PM / Lunch	2.5 hrs			2.5 hrs	2.5 hrs
Total hours available	5.5hrs	3 hrs	3 hrs	5.5 hrs	5.5hrs

Summary of fees and charges for fee paying children

Our fees are based on an hourly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least six weeks before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us six weeks' notice, by completing our Notification of Leaving Date form which can be obtained from our setting supervisor.

Our rate currently for the period is £7.50 per hour.

AM session is three hours £22.50.

PM session is two and half hours £18.75.

Full day is £41.25.

A deposit is £20.00 per session booked, or a minimum of £50.00 deposit is required, this will be taken off the first terms fees. The Pre-school will also charge an administration and consumables fee of £50.00 per

child per year. The deposit is to secure your child's place and is non-refundable if you decide not to start your child at Pre-school.

Fee Schedule (for fee funded children and for 3-4 year old free early years entitlement)

We ask to a voluntary contribution of £ 50.00 per Year from all parents to help cover to cost of consumables, activities and administration costs (costings are available on request).

A deposit is £20.00 per session booked, or a minimum of £50.00 deposit is required, this will be returned once your child starts at pre-school. This deposit is to secure your child's place and is non-refundable if you decided not to start your child at Pre-school.

Charges for sundry items

Nappies and wipes will be charged at £1.00 for each change, this is only charged if you don't supply your own nappies and wipes.

Late payment of Session Fees: £5.00

Bounced Cheque admin fee: £10.00

Continuous Late pick-up fee: See our time keeping policy.

Bank Transfer is our preferred method of payment:

Bank Account No: 00010337

Sort Code: 40-52-40

Please quote your child's name and what is being paid as reference. (For example, John Smith – fees)

The above sessions can be taken in any combination to access your full 15 hours free entitlement, depending on the combination that you choose you may incur a small additional fee for example: -

1)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	3 hrs	3 hrs	3 hrs	3 hrs	3 hrs
PM / Lunch	2.5 hrs			2.5 hrs	2.5 hrs
Total hours available	5.5hrs	3 hrs	3 hrs	5.5 hrs	5.5hrs

This combination will include your 15hrs + 1.5 extra hours which will incur an extra charge of £9.75 per week.

Or
2)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	3 hrs	3 hrs	3 hrs	3 hrs	3 hrs
PM / Lunch	2.5 hrs			2.5 hrs	2.5 hrs
Total hours available	5.5hrs	3 hrs	3 hrs	5.5 hrs	5.5hrs7

This combination will include your 15 hours only so incurring no extra costs.

We require all children to attend a minimum of two sessions each week on separate days. This helps children to settle into Pre-School, build secure relationships with their key worker and the staff team, and to feel more integrated into the group. This will also help their key worker to gain a more accurate understanding of the children's development.

Payment of fees

- Fees must be paid on a half termly basis, in advance. We calculate the amount payable per half term by multiplying the hourly fee by the number of hours your child attends per week and then multiply this by how many weeks are in each half term.
- All payments made under the Agreement should be by bank transfer unless payment by cash or cheque is agreed with us in advance. All payment, regardless of method, shall be made by you half termly, in advance within a week of receiving the invoice. If payment is made by cash or cheque, it is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £5.00
- If the payment of fees is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to terminate shall be regarded as a formal demand for outstanding monies.
- If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

Funding

We are registered to provide free entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.

For parents who receive government funding (either the 2-year-old funding or when the child receives 3-year-old universal funding) we will require documents to prove your child's full name and date of birth. A Surrey County Council Declaration form will need to be completed showing the number of hours due to attend and this will be updated and require a signature for each term. Parents must be aware that by submitting duplicate claims, fraudulent claims or over claiming funded hours could result in your funding being withdrawn, and monies being repaid to the council and could result in criminal prosecution.

We are registered to provide the additional 15 hours funding however our sessions equate to 22.5hrs per week so parents can't claim the full 30 hours, this is dependent on the availability of sessions at the time of the eligibility being confirmed. In line with the 3-year funding, there is a deadline for applying for this each term. It is the responsibility of the parents to re-check their eligibility every three months otherwise it could result in payment of fees or the child losing their place at pre-school.

Early Years Pupil Premium (EYPP)

Children who meet certain eligibility criteria could be eligible for the Early Years Pupil Premium (EYPP). The Early Years Pupil Premium is additional funding available for investment in improving outcomes for children. Children will be eligible if they are 3 or 4 years old and receiving Government funded Free Entitlement in any OFSTED registered childcare provider and their parents are in receipt of one or more benefits used to access eligibility for free school meals.

Notice Period:

The setting requires half term or 6 weeks (not including holiday periods) notice of your child's place before leaving the setting.

For children that are claiming the additional 15 hours funding there is a grace period of one term if you fall out of eligibility the eligible hours will be the morning 3 hour sessions Monday to Friday.

Absence without prior arrangement:

- For fee paying children, if after a continuous period of up to 14 days passes after the invoice payment date and no payment is received, the Pre-school then reserves the right to give written

notice of the child's place. An invoice will be raised for any outstanding fees. Once the notice is reached the place may be offered to the next child on the waiting list.

- For a Child that is receiving Free Early Years Education the above also applies, but in conjunction with this, Surrey County Council will be informed that the child no longer attends our setting, and as such no grant will be claimed on that child's behalf, for the following Term.
- In the event a Fee or Feet funded child's parent requests an absence of longer than two weeks for whatever reason, then this needs to be authorised by the Local authority Fee / Feet funding teams.

Closures

If we have to close or we take the decision to close due to events or circumstances beyond our control e.g. water/sewerage, heating failure, flood, staff sickness) or adverse weather conditions (e.g. snow and ice), the Hourly fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

This policy was adopted by	Chipstead Pre-School	<i>(name of provider)</i>
On	28-12-2019	<i>(date)</i>
Date to be reviewed	16-02-2021	<i>(date)</i>
	21-01-22 Amended	<i>(date)</i>
	1-2-24 Amended	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Katie Burrows	
Role of signatory (e.g. chair, director or owner)	Chair	