

## Stampers Pre-School

### Funding and Fees Policy (updated 28.3.16)

*"The diversity of individual and communities is valued and respected. No child or family is discriminated against". EYFS, DfES, 2008*

#### **Statement of intent**

Stampers Pre-School believes every child should be able to access a Pre-School place regardless of economic background, and that the Pre-School is a valuable resource to the local community.

#### **Aim**

To provide a suitable method of financing the running of a quality early years setting, whilst acknowledging that the first years of a child's life are the most financially draining on a family.

#### **Method**

Under the constitution adopted by the Pre-School Committee, the Committee has responsibility for setting the levels of charges for a session of attendance at the Preschool. This decision shall be made at the AGM, to take effect at the start of the forthcoming academic year and thereafter at an OGM or EGM if necessary. As far as possible the fees to be charged will be kept to a minimum, whilst remaining competitive within the local market and helping to maintain the Pre-School as a viable concern.

Local authority funded places are available under the terms of Northumberland County Council. The local authority provides 15 hrs of funded time from the term after the child is three. There are also 15 hours of funding available to 2 year olds who meet eligibility criteria - more information on the Northumberland County Council

website.<http://www.northumberland.gov.uk/default.aspx?page=1925>

The term dates used to determine funding eligibility are:

- Autumn term 1st September to 31st December
- Spring term 1st January to 31st March
- Summer term 1st April to 31st August

The funding available is equivalent to 5 sessions per week, a session at Stampers being 3hrs. A maximum of two sessions (a morning and an afternoon) may be claimed for, in any one day. Sessions can only be claimed for when the Pre-School is open, which will be for a minimum of 38 weeks in a (financial) year.

It is possible to split the five session entitlement between two or more Pre-School provisions, providing no more than five sessions are claimed for in any one week. It is up to parents/carers how to divide funding between settings. If your child attends a setting outside Northumberland, please DOUBLE CHECK with them on their policy.

Upon entry to the preschool, parents/carers will be asked to sign a childcare agreement, which sets out the terms for payment of fees and for claiming funding, and for the hours attended.

Fees continue to be payable if a child is absent for a short time. In cases of prolonged absence, parents/carers should consult the committee about fee payment. If you decided to take family holiday's during term time, fees will continue to be payable. Children will not be permitted to take extra sessions in lieu, if sessions are missed due to sickness or holidays. Each child's attendance at the group is conditional upon continued payment of any necessary fees, which can, by arrangement, be paid by instalments. A £10 per week late payment fee will be charged for fees paid after the due date, unless weekly payments have been organised. If a session is cancelled due to **exceptional** circumstances, eg. bad weather etc. a parent of a fee paying child is given the option to put their child in to a future session agreed by the staff or a refund will be given for each day's loss.

Where families have financial difficulties making fee payments, the Committee will work together with the parents/carers to determine a suitable payment schedule. The details of these discussions

and consequent arrangements will remain confidential at all times and individual to families' circumstances. Such arrangements will not be seen to be a general alteration of the terms of the contract and will remain in force for as long as the circumstances remain the same.

**If fees are not paid, Stampers Pre-School will consider legal action to recover unpaid fees. Interest may be charged in such cases.**

**Fees between 9am and 3pm:**

**3 years and over - £3.80 per hour**

**Under 3 years - £4.10 per hour**

**Breakfast Club : 7.45am – 9.00am**

Cost for 3 and 4 year olds - £5 if you arrive between 7.45 – 8.15am

£4 if you arrive after 8.15am

Cost for 2 year olds - £5.50 if you arrive 7.45-8.15am

£4.40 if you arrive after 8.15am

Please bring some breakfast if you want to. We can provide milk.

**Tea Tots : 3.00 – 5.30**

Cost for 3 and 4 year olds - £4 if you pick up by 4pm

.....£6 if you pick up by 4.30

.....£8 if you pick up by 5.00

.....£10 if you pick up by 5.30

Cost for 2 year olds.....- £4.40 if you pick up by 4pm

.....£6.60 if you pick up by 4.30

.....£8.80 if you pick up by 5.00

.....£11 if you pick up by 5.30

**Breakfast and Tea Tots** – if you use the whole of 7.45 – 5.30, and are paying fees on that day, not using funded hours, costs will be reduced to:

3 and 4 year olds - £35

2 year olds - £40

**Snack money – a donation of 50p a day is requested.**

**Late collection** – If you phone and let us know you are going to be slightly late, we will not charge for the first 15 minutes from the end of the session, as long as your reason is understandable and it is not a regular occurrence. Thereafter, or if we have not heard from you, we will charge £5 per 15 minutes, for up to one hour. If we have not heard from you, or managed to contact any emergency contacts, after half an hour, we will contact social services and start the process by which your child will be placed into their care. **Please be aware that by law, 2 adults need to be present with your child whilst at preschool. It may not be possible for Stampers to fulfil this requirement after the end of the session. So whilst we will try to keep 2 staff members available for an hour, it may be that we are unable to do so and will need to contact social services earlier.**

See also: Admissions Policy

Confidentiality Policy

Emergency Closure Policy

Equality and Diversity Policy

Special Educational Needs (SEN) Policy

Late collection of a child policy

This Policy adopted by the Stampers Pre-school Management Committee