



Spinney Pre-School Fee Policy and Procedure

Spinney Pre School is a non-profit making charity with many overheads, i.e.: staff wages, rent, insurances, provisions and materials. We rely on prompt payment of fees to cover these expenses. We operate the Grant Funded Nursery Education Scheme for two, three and four year olds. We will inform you when your child is eligible to receive these places.

Nursery Funding

- Every three year old is entitled to Nursery Education funding for up to 5 sessions, of at least 3 hours, 15 hours per week, for 38 part-time education sessions per funding period, from the term after their third birthday. This funding continues until the child starts primary School and is paid by Halton Borough Council to the Pre-School. For this purpose the LEA has set the funding periods as Spring 1st January to 31st March, Summer 1st April to 31st August and Autumn 1st September to 31st December.
- To obtain the funding parents must complete a "Parent Declaration for Early Year Free Entitlement (FEYE) form and the child must be attending from the time of the head count day at the beginning of each term.
- Children who join the Pre-School mid-term are also covered by nursery funding, if eligible.
- You may also be eligible for an extra 15 hours funded childcare. Please see [childcare choices.gov.uk](http://childcarechoices.gov.uk) regarding the 30 hour funding

Session Fees

- Spinney Pre-School reserves the right to charge fees for any session not paid by Nursery Education funding, e.g.: if a child's funding is allocated to a different provider, or if the child begins attending pre-school during the term before they become eligible for funding. Where a child is not eligible for Nursery Education funding, you will have to pay the Pre School a daily/weekly fee. This will be paid until the term after the child's third birthday.

Fees

- Fees are currently £7.00 per session/£35.00 per week for the children whom are not eligible for the Nursery Education Funding.
- Fees are to be paid in advance either weekly (On the Monday of that week), termly (at the beginning of the term) or by cash or Bank Transfer. Snack money is £3.75 for children whom do the 15 hours only and £7.50 for the children who do the 30hours.

Absences

- Fees continue to be payable if a child is absent including sickness and holidays.

Difficulties with Fee payment

- If a Parent/Carer has any problems regarding the payment of fees, they must immediately contact the Pre-School Supervisor before fees mount up.
- If you have difficulty with payments and are on any type of benefit you may be able to receive help with the Pre School Fees. Please speak to the Supervisor for more information.

Late or Non-payment of Fees

- Fees/Snack Money are payable at the beginning of the week if possible. Each session of the half term must be paid for regardless of sickness or holidays. A reminder letter will be sent out to Parents/Carers who are in arrears at the end of each term.
- If a Parent/Carer does not make any attempt to pay, within three month period, unless other arrangements have been made, then the Pre-School reserves the right to take the Parent/Carer to the small claims court to recover these fees. The following procedure may then be put into place.
 - a) A letter from the committee informing you of the decision made
 - b) The child losing all or some of their sessions.

Introduction of Late Collection Fees

- We ask that you collect your child promptly at the end of their session. We support children's welfare at all times and it can be distressing if a child sees others leaving and fears they have been forgotten. Please contact us as soon as possible if you are running late or there is an unexpected delay. We do understand that from time to time things happen and you maybe a little late to pick up your child. If you are going to be late please call Pre School Staff and let them know. Obviously you will not be charged for the occasional lateness, but if it becomes repetitive you will incur the fine of £10.00 per session if you continue to collect your child late. This goes towards the cost of staff cover, when they would usually be on a break or often leave the premises.

This Policy was adopted at a meeting of the Pre-School held on (date)_____

Signed on behalf of the Pre-School_____