

POOL PRE-SCHOOL GROUP

10.13 FEES AND PAYMENT POLICY

Pool Pre-School Group is a registered charity. As such we are a non profit making organisation and fees are charged to cover staff salaries and the costs of running the Pre-school.

FEES

For the academic year 2017/18 our fees will be £4.80 per hour

We accept payment by cash, childcare voucher, standing order or direct bank transfer.

Any parent experiencing difficulties with paying the fees should contact the Financial Administrator, Sue Grange or the Pre-School Manager, Vikky Campbell immediately, in confidence.

Funding

If your child is eligible for the Universal Free Early Years Entitlement (15hour free funding) we will provide you with a claim form at the beginning of each term. It is your responsibility to complete the claim forms properly, and return them promptly to Pre-school.

Your child may also be eligible for the 15 hour additional entitlement (Maximum total of 30hours), Parents will be required to complete a 'Parent Declaration' form which the setting will provide, however it is the responsibility of the parent to complete an eligibility check with HMRC and provide the setting with a valid eligibility code in order to claim the additional free entitlement. This must be completed termly in advance.

Should your work arrangements change there will be a 'Grace Period' in which to make alterations to your child's sessions should you no longer be eligible for 30 hours (*see HMRC childcare choices for information*).

Please note that the universal and additional entitlement is claimed termly and should your child commence attendance at the setting mid-term you may be liable for payment of any fees.

In the event that the Free Early Years Entitlement does not cover all fees due for your child's sessions, you will be liable to pay any fees which are not covered by the grant. It is therefore important that you ensure that the forms are accurately completed, in order to maximize your benefit from the Free Early Years Entitlement.

Should you require any help, please contact our Financial Administrator, Sue Grange and Manager Vikky Campbell, who will be happy to help.

Tel: 07930305018 Email: fadminpoolpre-school@btconnect.com

TERMS AND CONDITIONS

1. A £15 enrolment fee is payable when registering your child.
2. Fees are charged half-termly, and are payable on or by the date stipulated on the invoice.
3. For Parents wishing to pay fees at intervals other than half-termly, arrangements must be made with the Pre-school Financial Administrator before your child starts attending Pre-school.
4. A charge of £15.00 will be made to cover our administration costs when payments are not honored.
5. Your child must not start earlier or stay later than their stated time unless in an emergency without prior agreement with the Pre-school Manager.
6. Care is not available outside normal opening hours but if a child is collected late we reserve the right to charge an additional £15.00 fee for the first 15 minutes over the agreed arrival/collection time plus

£5 for ever additional 15 minutes thereafter.

7. If you are splitting the FEEE for one or more other settings, we reserve the right to contact the other setting(s) to confirm the total hours attended and FEEE claimed at each setting. Similarly we may provide these details to any other setting who may contact us.
8. We are advised by Leeds City Council that there have been cases where parents have knowingly claimed entitlement at two or more settings. Parents are advised that to knowingly do so is fraudulent. We will assist Leeds City Council and any relevant bodies, including the Police, where an FEEE claim naming our setting is involved in any fraud investigation. As above, where your child has booked sessions in Pre-school which are not covered by FEEE, we will seek to recover the session fees from you.
9. If any fees remain unpaid after the stipulated date for the half term, then your child will not be able to attend Pre-school until the fees due are paid. Your child's place will be suspended until the payment is made. We may allow your child to continue to access their FEEE funded sessions.
10. If outstanding fees remain unpaid we will make every effort to recover them through the small claims court.
11. We require at least 2 weeks written notice to terminate your child's place. You will be liable to pay fees for the notice period, whether or not your child attends Pre-school during that period.
12. Pre-school reserves the right to charge a late payment fee.
13. Fees are reviewed annually in September.
14. We reserve the right to inform other childcare providers of outstanding fees we have been unable to recover from you.
15. Pre-School does not provide nappies for children, charges will apply. (*Please refer to Parent Contract for additional cost*).
16. This policy replaces all previous notifications of fees and payment policies and takes effect from September 2018
17. We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration.

Some families may be eligible for additional help towards the cost of childcare, for up to date information and guidance visit <https://familyinformation.leeds.gov.uk/home>

This policy was adopted at Pool Pre-School Committee Meeting 2010

Signed Chairperson
Carol Lister

This policy was updated September 2017

Signed..... Chairperson

Carol Lister

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FEE AND PAYMENT POLICY AGREEMENT 10.14

I confirm that I have received a copy of the Fees and Payments Policy and I agree to comply with the terms and conditions therein.

Signed _____ Date _____

Parent/Carer of _____

PAYMENT OF FEES

By:

1. Direct bank transfer
2. Standing order
3. Childcare vouchers
4. Cash

Signed _____ Date _____
Financial Administrator

