09 Childcare Practice Policy

**9.1e Funding and Fees Policy**

The Preschool Committee, Manager and Administrator are responsible for ensuring that Early Years Funding is claimed in the correct manner and that the fee structure of Warboys Underfives Preschool is clear, transparent and fair to both our families and the Preschool.

**Early Years Funding**

* Warboys Underfives Preschool claims this funding in accordance with the rules and guidelines set out by Cambridgeshire County Council
* Parents are required to complete a Funding Form ready for the term when their child becomes eligible for the free funding. Any subsequent changes will need to be signed off by the parents/carers either on the form or by e-mail.

**Fees**

Fees are payable for all children who are not eligible for Early Years Funding. Families will be made aware of the fees before they take up a place at Warboys Underfives Preschool.

* Fees are determined by the Preschool Committee. No less than 6 weeks notice will be given to existing children when changes are made to any elements of the fees that are in place.
* Fees are either a Sessional Rate which covers a three hour session. Or it can be a Full Day Charge per day if their hours exceed their funded entitlement. This has a separate rate.
* There is a Sibling Discount for those who have two children where fees need to be paid. This is currently a deduction of £1 per session.
* Fees are non-refundable for days not attended due to sickness or family holiday. However, if the Preschool has an unplanned closure fees may be refunded but this is at the discretion of the Committee.
* Fees can be paid weekly, half termly or termly as agreed on the fee contract. However, payment should be made at the beginning of each time period.
* As a charity we rely on the prompt payment of invoices to continue to provide our service to families however, we are aware that circumstances arise that may result in parents/carers having difficulty making payments. We would ask on these occasions they come and speak confidentially and we will try and come to some mutually beneficial arrangement.
* Failure to pay fees will initially be dealt with by reminders and where necessary a payment plan put in place. Continued failure to pay fees will then be taken to the Committee who will decide whether to withdraw a child’s additional hours or all of their hours.

**Invoicing**

* Invoices will be sent out at the start of each term which detail, where appropriate, how your Early Years Funding has been used and what additional costs there are for the term.
* We will not issue an invoice where there is nothing to be paid in accordance with the guidance from Cambridgeshire County Council
* Where possible we are encouraging electronic payment of fees. However, if you need to pay by cash or cheque please speak with the Preschool Manager or Administrator.

**Funding Offer**

* Warboys Underfives Preschool only takes children from the Warboys Catchment area.
* We take children from the term after they turn two years and 6 months. They are only able to access sessional care (mornings or afternoons) and are able to take a maximum of 15 hours at Preschool.
* The term after a child turns 3 years we are able to offer full days (9-3:30). We do accept the extended entitlement code. We have a limited number of spaces for those wanting to use all their 30 hours with us.
* We are able to share with other settings to enable families to claim their free funded hours.

**Leaving Preschool**

* If your child’s allocated place/s are no longer required you must inform Preschool in writing giving at least one half term’s notice or you will be liable for all the sessions up to the end of that half term.

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Reviewed and adopted –

R M Fletcher – Manager

 A Hilton – Chair Person