

# Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton. TQ3 3YA

## Fees Policy

### Policy statement

Collaton St Mary Pre-School has charitable status and is a non-profit making organisation. Fees are set by the Pre-school Management committee and are reviewed annually. The committee take into account the costs of staffing, the cost of the rent to the Collaton St Mary Parish Rooms, perishable goods and the costs of replenishing Pre-school resources and play equipment.

Collaton St Mary Pre-School offers full day or sessional care, Monday to Friday term time only, for 38 weeks of the year. Our session times are:

- Early start                      8.30am - 9.00am
  - Morning session              9am - 12noon
  - Lunch club                      12noon - 12.30pm
  - Afternoon session            12.30pm - 3.00pm
  - Late session                    3.00pm - 3.45pm
- 3–4 year old children are entitled to 15 hours of free early years education per week for 38 weeks per year, from the term after their 3rd birthday. Any hours over the 15 hours per week, will be charged at £5.00 per hour. The cost for non-funded children is £5.00 per hour.
  - Some 2 year old children are entitled to 15 hours of free early years education, subject to fulfilling certain criteria. Applications have to be submitted to Torbay Council.
  - Some 3-4 year old children are entitled to 30 hours of free early years education, subject to fulfilling certain criteria
  - Parents can extend their child's sessions by booking an early start or a late finish 8.30am to 9.00am or 3.00 to 3.45pm. Their funding entitlement can be used for these hours.

Our Pre-school is registered with Torbay Council to receive funding for those children who are eligible. The Nursery Education Grant funds up to 15 hours per week for 38 weeks of the year, divided over three school terms. We shall inform parents of their child's entitlement before he or she becomes eligible.

In order to receive this funding, the Pre-school must submit to Torbay Council by a given date a forecast of the number of sessions due to be attended by funded children for the forthcoming term. The Pre-school must then ensure that each parent/carer of a child due to receive this funding completes an application form for funding for their child during the headcount week.

As part of the agreement signed by parents applying for funding for their child, parents must ensure that their child attends those sessions regularly.

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If the auditors see a pattern of absences e.g. three missed Tuesdays in a row, they will want to see letters of absence. They have a duty to ensure that Public Monies are not misused and they have been known to reclaim funds which they suspect have been fraudulently obtained.

Lunchtime sessions must be booked in advance preferably when the Pre-school sessions are booked. This ensures that we have the correct level of staffing for the number of children attending. These sessions will be billed at the same time as the Pre-school Sessions.

For children too young to be eligible for funding and those children attending more than their chosen number of funded sessions and children attending lunch club the following fee structure applies.

Sessions attended by non- funded children. These are children whose third birthday has not occurred before the cut off dates for the term when they are attending. These dates are set by Torbay Council: Autumn term - 31 <sup>st</sup> August Spring term - 31 <sup>st</sup> December Summer term - 31 <sup>st</sup> March	£5.00 per hour
Extra sessions attended by funded children	£5.00 per hour

These fees will be reviewed on an annual basis. The Management Committee will give one whole terms' notice to parents and carers to advise them of any rise in fees. Invoices are issued half termly and are required to be paid during the 'Fee paying week'. Payment can be arranged through the Busy Bees voucher scheme; parents should inform Jayne Jones as soon as possible if they would like to pay by this method.

If we do not receive payment within this time, we will send a reminder letter. If the fees remain unpaid, in the absence of any exceptional circumstances, the Management Committee may at its discretion, if the child is funded, reduce their sessions to those covered by the funding received from Torbay Council, or if the child is unfunded withdraw the child's place until any outstanding payment is received.

If a child is absent for any reason the full fee for the session will still be charged. If parents choose to reduce the number of sessions that their child attends after the half term has started then full fees for these non-attended sessions still apply.

A month's notice in writing must be given if a child leaves Pre-school before their expected date. All due fees must be paid in full up to and including the last day of the written notice.

If a child is absent for 1 week without explanation the Pre-school will attempt to contact the parents/carers. If after 2 weeks the child has still not attended Pre-school the Pre-school committee chairperson will write on behalf of the Pre-school to the parents/carers.

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The letter will explain that, depending on the circumstances, the Pre-school reserve the right to withdraw the child's place 7 days from the date of the letter. Any outstanding bills must be paid including a further week for the notice required. The Pre-school will take steps to recover any outstanding fees.

Collaton St Mary Pre-school will endeavour to try and help any parent/carer who is experiencing difficulty paying their bill. If a parent experiences problems with the payment of the fees they should contact the treasurer at the earliest possible opportunity. Each case will be dealt with individually and in confidence.

All parents will be required to sign a Fee Paying Agreement before their child starts at the Pre-school. This will ask them to confirm that they have read and agreed to abide by the terms of our fee paying policy.

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date .....

Signed .....

Position .....

Review date .....

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## Fee Paying Agreement

I confirm that I have read and understood the Fee Policy and agree to pay the fees due for my child's hours at Pre-school in accordance with this policy.

Parent/carers name.....

Parent/carers signature .....

Date .....