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 Trustees and are reviewed annually. The Trustees 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 8.00am - 9.00am or 8.30am - 9.00am
- Morning session 9am - 12noon
- Lunch club 12noon - 12.30pm
- Afternoon session 12.30pm - 3.00pm
- Late session 3.00pm – 4.00pm

- All 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 £5.80 per hour. The cost for non-funded children is £5.80 per hour.

- 3-4 year old children with working parents are entitled to 30 hours of free early years education, subject to fulfilling certain criteria.

- 2 year old children whose parents are receiving additional forms of government support are entitled to 15 hours of free early years education, subject to fulfilling certain criteria.

- 2 year old children with working parents are entitled to 30 hours of free early years education, subject to fulfilling certain criteria.

- 9 months old children with working parents are entitled to 30 hours of free early years education, subject to fulfilling certain criteria. Due to our available facilities we can only offer a place to children who are rising 2, if it's their birthday during that half term.

- Parents can extend their child’s sessions by booking an early start (8am or 8.30am to 9am) or a late finish (3pm to 4pm). 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.
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 - 31st August Spring term - 31st December Summer term - 31st March	£5.80 per hour
Extra sessions attended by funded children	£5.80 per hour

These fees will be reviewed on an annual basis. The Trustees will give six weeks' 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'.

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 Pre-School Trustees 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/carer. If after 2 weeks the child has still not attended Pre-School the Pre-School Trustees chairperson will write on behalf of the Pre-School to the parents/carer.
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.

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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 .....

Applying for funding

To apply for your child's funding, you must visit the Government 'Best Start in Life' website.

https://childcare.beststartinlife.gov.uk/

Here you can find out what funding is available to you. If you are eligible to receive funding you will be given a code.

For children starting in September the deadline for application is 31st August, starting in January the deadline is 31st December and starting in April the deadline is 31st March.

To keep your working parent childcare entitlement (such as 15 or 30 free hours), you must reconfirm your eligibility online every **3 months**.

What next

In order to obtain the funding for your child, we require you to provide the following information shown below which we put into the Torbay Council funding system and then we are paid directly.
Please email this to us before your child starts admin@collatonstmarypreschool.co.uk

Name of person who applied for the funding:

Their National Insurance number:

Their DOB:

The code given when the funding application was successful.