

# Collaton St Mary Pre-School

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

## Fees Policy

Our Pre-School is registered with Torbay Council to receive funding for those children who are eligible, receiving either the 2 year old funding or the Nursery Education Grant fund both provide 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 to the Nursery Education Grant before he or she becomes eligible. Parents in receipt of the 2 year old funding must give us their code before their child starts with us.

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. These forms are produced in triplicate, the front copies are sent to Torbay Council, one copy is kept by the Pre-School and the other copy is given to the parent/carer.

Those parents who have been successful in their application for the 30 hour funding, must give us their code and NI number to the Pre-School the term before their child is eligible to receive the funding so that the information can be validated by Torbay Council. Parents will be asked to sign a form to agree that this information can be passed to Torbay by the Pre-School.

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 - 31 <sup>st</sup> August Spring term - 31 <sup>st</sup> December Summer term - 31 <sup>st</sup> March	£4.30 per hour
Extra sessions attended by funded children	£4.30 per hour

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These fees will be reviewed on an annual basis. The Trustees 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'. A member of staff will be available at the beginning of each morning of this week to receive and record payments and issue receipts.

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 Trustees may at their 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 months 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 committee 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 by the Trustees at a Pre-School meeting.

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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 signature .....

Date .....

*Please return this page to Pre-School.*