



It is important that parents read the following information, as this forms part of the contract with Kingsbury Episcopi Pre-School.

Background information:

The pre-school operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Our pre-school is open between the hours 9am to 12pm Monday, Wednesday and Friday and 9am to 3.15pm on Tuesday and Thursday. We offer a lunch club daily between 12pm and 1pm.

Fees

- From June 3rd 2019 the current charge is £4.05 per hour.

Session	Cost	Session	Cost
9am - 12pm (3 hours)	£12.15	9am - 1pm (4 hours) session and lunch club	£16.20
9am - 3.15pm (6.25 hours) Tuesday and Thursday	£25.31		

- The universal Early Years Entitlement (EYE) can be accessed at pre-school. As pre-school is a term time setting the universal EYE covers approximately 15 hours each week; this can be taken as 5 three hour sessions or 3 four hour sessions and 1 three hour sessions, or 2 all day sessions (12.5 hours) and a three hour session over by $\frac{1}{2}$ an hour each week.
- The extended entitlement of an additional 15 hours can be claimed in addition to the universal EYE once parents have applied for an eligibility code from HMRC which has been verified by Somerset County Council Early Years Entitlement Team.
- The minimum funded session at preschool is 3 hours.
- If we arrange extra activities or events such as Forest School sessions they will be charged as individual events that parents/carers can choose to access, and are usually organised outside of the normal pre-school sessions.
- If you intend to remove your child for family holidays during term time fees will be charged as we are still holding a place open for your child with appropriate staff ratios. If there are extenuating circumstances for the family involved then we would be prepared to discuss this with the family.
- In the case of short term illness i.e. 1 to 7 days, fees will be charged for all sessions that your child normally attends.
- Long term illness will be assessed on an individual basis. If you require the place to be kept open then fees will be charged as above. If the space is not required by another child and we are able to adjust staffing levels we may be able to waiver the fees for part or all of the period of sickness.
- We do not charge Bank holidays or INSET days.
- We do not charge for the closure of the setting due to unforeseen circumstances e.g. severe weather, flooding.
- We do not charge to book a place or for registration of your child into the pre-school.
- Fees will be invoiced each half term, invoices are given out by hand on the sessions that the child attends
- Parents will receive an invoice indicating hours attended at the pre-school, EYE hours if applicable and hours for which a payment is expected.
- Payment due date will be stated on the invoice. Payments may be made in full or in instalments. Fees can be paid by cash, cheque (made payable to Kingsbury Episcopi Pre-school) or by BACS direct to the Pre-school account.

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- Parents can change a child's hours of attendance by speaking to the supervisor or member of staff or completing a 'session request' form.
- The notice period for cancellation of a child's place is 4 weeks; this is the notice period for which the EYE will cover. Requests must be made to the supervisor or deputy supervisor. Alternatively fees are paid for time in lieu of notice.
- Parents will be charged if they are late to collect their child fees will be charged after 15 minutes (refer to Non-collection of Children Policy). The late collection of a child will be charged at £5 per 30 minutes, with a minimum charge of £5. Pre-school will ensure that we adhere to statutory requirements on staff ratios and have at least 2 staff on the premises at all times. Please note that procedures as identified in our Non-Collection of Children Policy will also implemented.
- The setting is sympathetic to financial difficulties and we actively encourage a mutual agreement. Please contact the Administrator or supervisor who will treat any information received as confidential.

Early Years Entitlement (Universal and Additional hours) and 2 year old funding

Somerset offers 570 EYE hours a year for eligible 2, 3 and 4 year olds. Eligible children's funding period starts the term after their 3rd birthday and if applicable the child's 2nd birthday.

This is spread over the year as follows;

Funding period			Max. no. of weeks	Max. No. of hours Universal EYE	Max. No. of hours Additional EYE
Period	From	To			
Autumn	01 September	31 December	14	210	210
Spring	01 January	31 March	11	165	165
Summer	01 April	31 August	13	195	195
Total			38	570	570

This equates to approximately 15 hours per week. A maximum of 10 hours can be claimed in any one day. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total. All fees charged by the pre-school relate to those hours or weeks not funded by the EYE for eligible children. Should the number of sessions attended exceed the claimable quantity; parents/carers will be responsible for payment of any excess sessions at the current costs. These will be issued in the form of an invoice as described above.

To claim the EYE the following information is needed:

- Child's legal documentation - birth certificate or passport.
- EYE parent declaration form - completed each term and signed by parent

EYE parent declaration forms will be issued by the Administrator. These forms must be completed and returned by the date given.

Failure to do so will mean the parent/carer will be responsible for meeting the cost of all the sessions in full as they will not be able to claim EYE funding.

To claim the **Additional EYE hours** (parents need to meet the eligibility criteria, information available for parents) the following information is needed:

- Child's legal documentation - birth certificate or passport
- EYE parent declaration form - completed when appropriate and signed by parent/carer
- Eligibility code from registered parent from HMRC
- Registered parents National Insurance Number and consent to share NI with EYE team

If a parent does not give permission to share their National Insurance Number preschool will not be able to accept the additional EYE funding and parents will be liable for payment for the hours used by their child in preschool.

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Grace period

Parents will retain their childcare place for a short period should they become ineligible for the additional entitlement (30 hours funded childcare offer). Somerset County Council will notify preschool when a parent falls out of eligibility and inform them of the grace period end date. Once the grace period has ended the child will continue to be able to claim the universal EYE. Should the number of sessions attended exceed the claimable quantity; parents/carers will be responsible for payment of any excess sessions at the current costs. These will be issued in the form of an invoice as described above.

Funding for eligible two year olds commences from the funding period after their second birthday. Families must meet the specified criteria as detailed on the application form. Leaflets detailing this information are available at pre-school

To claim the funding for 2 year olds the following information is needed:

- Child's legal documentation - birth certificate or passport
- The letter received by parent which states that their child is eligible for 2 year old funding.

Monitoring payments in arrears

- Date is set for payment on invoice
- Administrator checks payments against invoices on due date
- All parents who have not paid are contacted face to face, by phone or email to remind them about payment date and expectation of when payment is due i.e. end of week/month.
- If payment is not received by the agreed date (as above), pre-school will follow non payment of fees procedure (as below)
- All this information will be recorded in the administrators invoice file

Non payment of fees

1. Arrears procedure followed documentation will reflect contact with parents.
2. Meeting will be organised with parents/carers to set up debt recovery - this needs to be within a week of outstanding invoice. Payment plan will be agreed, stating amount, what this covers (debt only or debt and weekly/month fees for a set time scale, the time scale and dates of payment, also include default procedure of what will happen if payment is missed. Payment plan is signed by both parties, copy given to parent.
3. If a parent defaults on the payment plan a date will be set for missed payment, the child's hours are reduced to EYE hours only until the debt is cleared (if child is entitled to EYE), if debt is not cleared then the place will be withdrawn. If child is not entitled to EYE, a date will be set for missed payment, and the place will be withdrawn. A meeting is arranged with the parents, followed by a letter.
4. Recovery of outstanding debt - should fees remain unpaid a letter will be sent requesting payment in full within 14 days from the date of the letter or proceedings will be taken through the small claims court instigating the reclaiming of the outstanding amount.

Working tax credit/tax free childcare scheme from September 2015

If you receive working tax credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit www.childcarechoices.gov.uk. Further advice about funding can be obtained from Somerset County Council on 0300 123 2224 or the CAB on www.adviceguide.org.uk

Childcare vouchers

We accept a variety of childcare vouchers. If you are in receipt of any type of voucher please speak to the Administrator who will aim to arrange acceptance of these if at all possible. Childcare vouchers are only available until April 2018.

Termination of the contract

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one months

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notice in writing will be given.

Parents/carers - one month written notice must be given to the setting to terminate a child's place, if written notice is not received four weeks fees will be charged, and EYE for the four weeks will be claimed.

Review of fees

- Fees are reviewed annually to ensure the hourly rate charged covers the running costs of the pre-school to continue to provide quality care and education.
- The pre-school committee reviews fees annually to bring them in line with the hourly rate provided by the Early Years Entitlement (EYE).
- Parents are given notice of changes to fees by letter with a half term's notice. Parents are advised to discuss with a committee member if they have any questions about increases to fees
- Parents are given notice of changes to the fees policy by letter and copy of the policy. The notice period for changes is 1 month. Parents are expected to sign a returns slip on a notification letter to ensure they have received and agreed the changes.

Links to other policies and legislation

- Preschool's prospectus, admissions policy, uncollected child policy, sickness policy, emergency closure procedure and committee roles and responsibilities.
- Statutory framework for early years foundation stage - safeguarding and welfare requirements