



## **EARLY YEARS ENTITLEMENT, FEES AND PAYMENT POLICY AND PROCEDURES**

This policy is inline with the Somerset Local Provider Agreement and the Freedom of Information Act 2000.

### **Early Years Entitlement:**

Children are eligible for funding Early Years Entitlement at the start of the term AFTER their third birthday.

The Preschool is open term time only:

Autumn Term: 5<sup>th</sup> September to 20<sup>th</sup> December 2017

Spring Term: 8<sup>th</sup> January to 23<sup>rd</sup> March.

Summer Term: 9<sup>th</sup> April to 20<sup>th</sup> July.

Autumn Term: 5<sup>th</sup> Sept to 21<sup>st</sup> December 2018

The early years entitlement gives your child a maximum of 570/1140 hours each year. This will start the funding period after your child's third birthday and will last for 3 funding periods (equivalent to one year).

The preschool has registered with the Local Authority, for 5 places of 29 hours. Please refer to the Admission Policy for further information. Therefore the maximum entitlement at Kingston St Mary Preschool that can be claimed is 15/ 29 hours per week.

Children receiving Early Years Entitlement will get an invoice prior to the start of each term showing the grant hours as well as extra hours (if applicable). Extra hours will be charged at £4.20 per hour.

2 year funding for those eligible will remain as it currently stands.

Minimum session time is 1 hour. This only relates to children settling in. Please see Settling in Policy for full details.

The Preschool requires the child's birth certificate, the registration form and evidence to the funding for 2 year olds/extended entitlement hours before confirming a place.

If a family drops out of eligibility after the grace period for their extended entitlement, the family will be invoiced for any attended sessions and will need to confirm if they wish to continue the additional sessions.

Additional charges will only be incurred for some preschool excursions and special events, such as coach or entry fees and at Christmas, parents are asked to give money towards their child's Christmas present from Father Christmas and a nominal fee towards their cooked Christmas lunch.

### **Fees**

In the last 2 weeks before the end of each term, you will be asked what sessions you would like for the next term. Invoices will be calculated and given out at this time. They will state how much is to be paid and when.

The fees are as follows: Morning session: 8.45am to 11.45am : 3hrs x £4.20 = £12.60

Morning session: 8.45am to 12.45am : 4hrs x £4.20 = £16.80

All day session: 8.45am to 3pm : 6 ¼ hrs x £4.20 = £26.25

Afternoon session: 11.45 am to 3pm : 3 ¼ hrs x £4.20 = £13.65

Monday session: 10.45 am to 3pm : 4 ¼ hrs x £4.20 = £17.85

### **Payment:**

Whether or not the sessions booked at the beginning of the term are attended, they will be counted towards the Early Years Entitlement, and/or fees and charged.

In the event of closure of the Pre-School due to bad weather or illness, the children will not be charged for the number of days for which the Pre-School is temporarily closed.

Exceptional circumstances, such as long illnesses, will also be taken into consideration.

Invoices will be received within the last 2 weeks of each term, unless your child starts attending at the beginning of the term, where you will be invoiced within the first 2 weeks. **Full payment must be received by the half term, (date will be on your invoice) unless other written arrangements (for example, **by instalments**) have been made with Sarah Trott or Emma Chant.** Payments can be made by BACS, PayPal, cash, cheque or childcare vouchers through a salary sacrifice scheme. Details for payment will be indicated on the invoices.

If at any time a child leaves and has an outstanding balance, the full amount must be paid within 2 weeks of leaving or proceedings through the small claims court may be instigated to reclaim the outstanding amount.

### **Late payment of fees:**

Unless a written arrangement has been made, if payment has not been received by the **Half Term date** on the invoice, you will receive 1 reminder for payment to be made within **2 weeks**.

If full payment has not been received by the LAST DAY OF THAT CURRENT TERM YOUR CHILD'S PLACE WILL BE REMOVED and proceedings through the small claims court may be instigated to reclaim the outstanding amount. \*

\* **Adjustments** – If adjustments need to be made you will receive a revised invoice and payment to be paid within 2 weeks from the date of the invoice.

If there is an outstanding balance of an older sibling, younger siblings will not be allowed to start preschool in any capacity until the monies outstanding have been paid in full.

### **Termination of the contract:**

KSM Pre-School reserves the right to terminate the contract without notice in the event of unsuitable behaviour of parents or non-payment of fees following the non-payment procedure. At all other times, four weeks' notice in writing will be given.

If you wish to terminate the contract with KSM Pre-School, four weeks' notice in writing is required.

### **Late Collection of children payments:**

The Pre-School is aware that on the odd occasion a parent may be late picking up a child from Pre-School due to unforeseen circumstances. However, the pre-school has to pay two members of staff to remain behind to look after any child who is picked up late and this is why a charge will be incurred.

If this happens on more than 1 occasion per half term the following measures will be taken:

- The staff will explain to parents that the children need to be picked up on time and if they are late again they will be liable for a late collection of child fee. **You will be charged £5.00 for each 10 minute period that you are late.**
- The parent will receive a letter/invoice to confirm the costs incurred.
- **Forgotten Child** If a child has been forgotten a set fee will be charged of £25.

Please sign and date to say you have read and understood the Early Years Entitlement, Fees and Payment Policy and Procedures for the Pre-School and that you agree to the conditions of the above policy.

I wish to make arrangements to pay via instalments

If parent wishes to pay by instalments please discuss and arrange how this will be done.

Date to be started	How many	How much	Date finished	Bank /manual

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/carer of (Child's name) .....

