



Fees, Charging and Non Payment Policy

Upper Wharfedale Pre-School

Policy Statement

At The Upper Wharfedale Preschool, we aim to make our Pre-School as accessible to as many families in the community as possible. We therefore aim to ensure our fees are as competitive as possible. As a governor-run setting, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. This policy adheres to the standards regulated by North Yorkshire County Council regarding the Government Funding for 3 and 4 year olds. Therefore, the following policy will apply.

Universal Free Funded Places

All children are entitled to a free funded place for 15 hours a week from the term **after** they turn 3 years old.

Your child's third birthday must be before:

31 March will be eligible for funded nursery education from the Summer Term (April)

31 August will be eligible for funded nursery education from the Autumn Term (September)

31 December will be eligible for funded nursery education from the Spring term (January)

These are the Government cut off dates. If your child's birthday is for example on the 1st or 2nd January and the term starts on the 5th January, unfortunately their funding will not start until the Summer term after Easter because they have passed the cut-off date of 31st December.

Funded sessions can be used from 9:00am-3:30pm, Monday to Friday.

A funding claim form will be sent to parents to complete at the end of each term to ensure funding is received in the following term. This form must be fully completed and signed by the parent.

30 hours funding entitlement

Some families are entitled to extended funded hours. These can be used from 9:00am-3:30pm, Monday to Friday. Children whose parents are eligible for the 30 hours funding entitlement are offered further funded sessions.

Sessions must be booked at the end of each term ready for the next term, and for a whole term at a time. Once booked, sessions cannot be changed until the next term.

Parents must apply for an eligibility code online from HMRC. Further details can be found:

<https://www.gov.uk/30-hours-free-childcare>

An eligibility code must be provided every 3 months by the parent in order for this entitlement to continue. It is the responsibility of HMRC to notify parents that they are required to re-apply for eligibility and the parent's responsibility to notify Helena Washington of the new code.

Unfunded Childcare

If parents wish for their child to attend The Upper Wharfedale Pre-school from their third birthday (before they receive the universal 15 funded hours) then they may do so and will be charged £4.50 per hour.

If parents wish to purchase hours in addition to their funded hours they may do so, this is charged at £4.50 an hour.

We offer wraparound care at the pre-school. Breakfast Club starts at 7:45am and this is charged at £3.50 per day.

After school provision runs from 3:30pm to 6:00pm and is charged at £8.00 per session. Additional ad-hoc sessions can be booked, subject to availability. These are charged at £4.50 per hour.

Children who are staying from 9:00am-3:30pm are invited to bring their own packed lunch or parents can book a hot lunch from our school kitchen via ParentPay. Hot lunches are charged at £3.00 per meal. No cash is accepted at the school.

Payment Procedure

- All parents/carers will receive an emailed invoice prior at the start of each month.
- Fees should be paid in full within 30 days of invoice. Please see the Late Payment charge section below.
- Payment for all fees can be made via our preferred method of Parent Pay. No cash is accepted at the school.
- Once payment has been received, a receipt will be issued.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform Helena Washington of the payment plan and provide the childcare code each term.
- Once a child has begun at The Upper Wharfedale Preschool fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or short holidays.
- There will be no charge for transition visits or visits with parents or carers.

Late or Non Payment

- A reminder letter will be sent out if invoices are not cleared within 30 days.

- In the event of a cheque being returned to The Upper Wharfedale Preschool marked unpaid, a £10 administration charge will be incurred.
- If a child is absent for more than 5 days due to a pre-arranged operation or hospitalisation, arrangements should be made PRIOR to the absence with Helena Washington and in this case no charges will be made.
- If family have an extended holiday of more than 5 days during term-time then written notification must be given at least 14 days in advance to Helena Washington, in this case no charges will be made.
- After three requests and the outstanding balance has not been paid, the governors reserve the right to advise the parent/carer that the child will no longer be able to attend their sessions until the balance has been settled.
- The Upper Wharfedale Preschool reserves the right to withdraw any agreed payment plan if payment have not been made. If payments are not made then the full amount outstanding will be due within 7 days of an overdue account letter. If payment is not received within 7 days of the overdue account letter then a final warning letter will be issued, if payment still remains outstanding following this letter then governors reserve the right to advise the parent/carer that the child will no longer be able to attend their sessions until the balance has been settled or terminate the parental agreement with the pre-school.

Notice Period and Conditions

- If you wish to cancel a regular session when your child attends the pre-school then half a term's notice (6 weeks) is required. This should be in writing preferably via email.
- Regular bookings will be charged in full if the notice is not given.

Child leaving The Upper Wharfedale Preschool

- Six weeks' notice is required if a child is to leave The Upper Wharfedale Preschool
- If six weeks' notice is not received, then 6 weeks' fees will be charged in lieu of notice.

Covid-19 (pandemic)

As per our family declaration, should a lockdown situation occur then no fees will be charged whilst the pre-school remains closed.

If a child is in self-isolation for 10-14 days because of positive COVID-19 cases then no fees will be charged during this period of absence.

This policy was agreed by The Upper Wharfedale Governing Body Finance Committee on
Date: 21.10.20

Signed by:

Name of signatory: Peter Vernon

Role of signatory: Chair of Finance Committee

Date to be reviewed: July 2021