

POPPY PRE-SCHOOL PAYMENT OF FEES AND VOUCHERING INFORMATION

SESSION FEES	- £12.50 PER SESSION
LUNCH CLUB FEES	- £5.00 PER LUNCH

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks, (not including lunch club). We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities. In addition to this we hold staff training days to support our continuous professional development, staff meetings to include planning for the term and changing the environment, this is for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees and is taken out of term time. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

Parents can check whether they could be eligible for a range of government childcare offers, including 30 Hours Free Childcare, via Childcare Choices at: <https://www.childcarechoices.gov.uk> and can access the Childcare Calculator at <https://www.gov.uk/childcare-calculator>. Those who could be eligible for 30 Hours Free Childcare and/or Tax-Free Childcare will be directed to the digital childcare service to apply.

FEES: Fees are payable weekly, monthly or termly in advance, in accordance with the rates in force at the time. Fees are reviewed twice a year, in January & September of each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance. If you do not wish to pay the revised fee, you may end this agreement with the pre-school by giving us one week's written notice.

MORNING SESSIONS	£12.50
AFTERNOON SESSION	£12.50
LUNCH CLUB SESSION	£5.00

If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.

ILLNESS/ABSENSE: No refund will be given in the event of a child's absence due to illness, holiday or any other reason and sessions cannot be changed due to absence, only if changing sessions on a permanent basis and subject to availability.

CLOSURES: Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

LATE PICK UP: Children must be collected promptly at the end of the session/day. Should a parent fail to collect their child within 15 minutes of the session/day end, a late collection fee of £5.00 will be charged and a further £10.00 per every half hour thereafter. We will raise the applicable charges under a separate invoice for payment.

LATE PAYMENTS: If fees are more than 2 weeks overdue, your child will not be admitted into the pre-school for their paying sessions/lunch clubs with immediate effect until all fees have been paid in full. This may also result in the sessions/lunch club's being offered to another child. If you are experiencing financial hardship please speak, in confidence to Jackie our Business Administration Manager or Gemma our Pre-school Manager, so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

PAYMENT METHODS: Invoices will be sent by email/letter 3 times a year, Autumn, Spring and Summer Terms. Invoices can be settled by cash, cheques or BACS or Childcare Vouchers (please see Jackie if you would like to pay by this method). Please make cheques payable to Poppy Pre-school.

FREE EARLY EDUCATION (FEE): The following information details how your child can access their FEE hours at this pre-school.

FEE AND ADDITIONAL FEES: All children become eligible for Free Early Education the term after they become 3. Some 2 years olds may also be eligible for funding. Parents/Carers are asked to check with Gemma, Marian or Jackie to find out if their child qualifies.

A child is eligible for FEE at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

A CHILD BORN OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 st April and 31 st August	Start of Term 1, in September, following their 2 nd /3 rd birthday
1 st September and 31 st December	Start of Term 3, in January, following their 2 nd /3 rd birthday
1 st January and 31 st March	Start of Term 5, in April, following their 2 nd /3 rd birthday

FEE OVER 38 WEEKS: Each child will be funded to a maximum of 15 hours per week over 38 weeks per year. Funded sessions can be delivered on a maximum of two sites in a single day.

See website <https://www.childcarechoices.gov.uk> to see if you qualify for 30 hours free childcare (please note this is for working parents only)

At Poppy Pre-school the FEE hours are offered in the following formats subject to availability:

Morning Session	Monday – Friday	9.00am – 11.30am = 2.5 hours
Lunch Club Session	Monday - Friday	11.30am – 12.30 = 1 hour
Afternoon Session	Monday - Friday	12.30 – 3.00pm = 2.5 hours

Children attending non-funded days/sessions in addition to their FEE will be charged at our current rates as shown in the table on page 1. You will be invoiced the usual way showing how many free hours your child is receiving in that period and what the additional charges are.

IF YOUR CHILD DOES NOT TAKE UP THE FULL 15/30 HRS AT POINT OF ENTRY, SUBJECT TO AVAILABILITY, THERE MAY NOT BE AN OPPORTUNITY TO DO THIS AT A LATER TIME DURING THE YEAR (JAN/APRIL) IF SPACES ARE UNAVAILABLE.

Please note that parents can split their entitlement between multiple providers, though no more than two sites in one day, (this also includes registered Childminders that accept the vouchering), please see Jackie in the office for a current list of local Childminders in our area.

Parents/Guardians of non vouchered children or payable lunch club sessions, that attend Poppy pre-school are to read and sign the payment agreement included in the admissions pack.

(PLEASE READ, SIGN AND RETURN THIS FORM TO THE ADMINISTRATOR)

THIS IS TO CONFIRM THAT I AGREE TO THE PAYMENT OF FEES AND ALL INFORMATION STATED IN THE 'FEES AND VOUCHERING POLICY'. I UNDERSTAND THAT IF FEES ARE MORE THAN 2 WEEKS OVERDUE, MY CHILD WILL NOT BE ABLE TO ATTEND THEIR PRE-SCHOOL PAYING SESSIONS UNTIL FEES ARE SETTLED IN FULL.

NAME OF CHILD: _____

SIGNED BY _____ PARENT/CARER

PRINT NAME: _____

DATE: _____