

All Saints Under Fives Pre-School CIO

Fees and Charging Policy

Early year's government funding for 15 hours per week is available for your child the term after their 3rd birthday. This enables your child to attend the setting totally free for 15 hours.

We will be accepting 2 year olds from January 2022

A receipt will be given at the start of each term to confirm funded hours accessed.

Any queries regarding funding please do not hesitate to speak to either Leanne .

There is no charge for expressing an interest or for registering your child in All Saints Under Fives Pre-School.

At All Saints Under Fives, we aim to make our pre-school accessible to all families in the community and therefore, aim to ensure that our fees are as competitive as possible. As a non-profit making charity 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. Therefore the following policy will apply:

If you would like your child to attend more than the 15 hours free entitlement our fees are as follows:

CURRENT FEES

Mornings £14.00 = 3 hours

Time for Lunch £5.00 = 1 hour

Afternoons £14.00 = 3 hours

Receipts will be given for any paid hours.

Payment can be made by BACS, Cash or Cheque.

SESSIONS

Monday to Friday - 8.30am to 11.30am

Time for Lunch - 11.30am to 12.30pm

Monday to Friday - 12.30pm to 3.30pm

We offer sessional care and a lunch club, Funding can be used for AM and PM sessions, there is a charge of £5.00 if your child stays for lunch this fee covers us to staff lunch club and not food, Parents / carers will need

to provided lunch for their child this will be a pack lunch that will be given to your child at lunch time . If you wish to take your child out for the lunch hour then return for the PM session you are more than welcome to.

Fees are payable at the beginning of each week, (should your child be absent from pre-school through **illness or holiday** please note that fees are still payable, as you are paying to keep your child's place). There is also a charge for parents that continually return late to collect their children, this is to pay staff during their lunch hour, and it is currently £5.00 for every 5 minutes lateness. Please note there is a procedure for collecting bad debts.

Failure to pay your fees will result in your child losing their non-funded place.

Payment Procedure

The Administrator will speak to all parents/carers during the first week of term to ascertain what the preferred method of payment is and how they prefer to be invoiced.

Fees can be paid in full during the first week of term OR paid weekly.

If paying using Childcare Vouchers it is the responsibility of the parent/carer to inform the Administrator and arrange a regular payment plan.

Once a child has begun at All Saints Under Fives, fees are payable for all sessions regardless of attendance. Therefore, fees are still due for sessions missed due to sickness or holiday. This applies to any play-group sessions, pre-school sessions and pre-booked lunch club sessions.

If paying weekly, payment is due on the last day of the week your child attends.

We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, that parents or carers speak to the Administrator in confidence immediately as it may be possible to arrange a flexible payment plan.

Notice Period and Conditions:

If a child who is in receipt of funding leaves after headcount day then we do not transfer the funding to his or her new setting.

If a child is in receipt of funding outside Suffolk, joins All Saints Under Fives after headcount day, then we will request funding from Suffolk County Council.

If a child has already claimed funding within Suffolk within the Term they start then All Saints Under Fives are unable to claim from Suffolk County Council, until the following Term. If a place is available we will be able to offer the child a place for that Term. We will then charge current rates until the next Term when funding becomes available.

This procedure was adopted at a meeting of

All Saints Under Fives Pre-School CIO

Held on

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

All Saints Under Fives is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.