



WOOKEY PRIMARY SCHOOL
And Little Acorns Preschool
Wells Road, Wookey, WELLS, Somerset, BA5 1LQ
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Fees Policy and Procedure

Little Acorns Preschool offers a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening Times

We operate 30 hours per week from Monday to Friday.

Morning session 9am-12pm

Afternoon Session 12pm-3pm

There is also an additional option to stay for lunch following the morning session. This would end at 1.00pm

Children must attend a minimum of 2 sessions across 2 days per week.

Children are also welcome to attend wraparound care from the age of 3 upwards. Please see the wraparound fees policy for details.

Fees and Invoicing

The cost per hour for children aged three years old at preschool is £4.75. The cost per hour for children aged two years old at playgroup is £5.75.

Session fees are payable every half-term in arrears. An invoice will be given out at the start of the next half term and will be payable within 14 days. If you have given notice then a final Invoice will be given within the notice period and will be expected to be paid within 14 days.

Payment are to be paid using the online parent payment system. If you have any queries concerning the invoice or payments, please speak to the Preschool Leader or Finance Manager in the School Office. If you do not have an online account, please contact the Office Manager.

Everything is treated as strictly confidential.

Procedure for Monitoring Payments in Arrears

The Finance Officer will make regular checks for payments against parent accounts. Any accounts not paid in full will be sent a reminder invoice for monies owed. If a debt is not settled within 14 days, the procedure for non-payment of fees will be applied.



Procedure for Non-Payment of Fees

If a debt remains after 14 days of a parent being issued with an invoice, they will be asked to commit to a regular payment plan to reduce their debt over a set time.

The following will be confirmed in discussion with the parent and then in writing:

- the overall amount due and what this covers
- the time scale of the payment plan (no more than 7 weeks from the confirmation letter being received by the parent must be allowed for the debt to be paid in full).
- dates for payments to be set up
- default procedure and what will happen if payments are missed

If a parent/carer defaults on the payment plan, or does not commit to one, the child will be restricted to early years entitlement (EYE) hours only until the debt is cleared (if the child is entitled to EYE). If the child is not entitled to EYE, the child's place will be withdrawn. This will be confirmed in writing.

Until any debt linked to non-payment of playgroup fees has been cleared by a parent, the Governors reserve the right to refuse participation in other chargeable services for their child, or any siblings at Wookey School.

If the debt is not cleared within 7 weeks, we reserve the right to withdraw the child's place in preschool.

If the debt is still not settled within the terms of the agreement, then a final reminder will be issued requesting payment within fourteen days and if no payment is received the debt will be sent to Somerset County Council for pursuance of the debt.

Early Years Entitlement and 2-Year-Old Funding (universal)

We are in receipt of EYE funding for 3 and 4 year olds. 570 hours are available from the funded period after your child's third birthday and then another 570 is given to them from the funded period after their fourth. You can use more than one childcare provider but you can only claim the maximum entitlement of hours per funding period in total. If you choose to use part or all of your entitlement in an alternative setting, we will charge you for the extra hours accessed at Little Acorns Preschool.

To claim the EYE funding the following information is required

- Child's legal documentation, birth certificate, passport.
- EYE funding parent declaration form – completed every term and signed by the parent/carer.

It is the parents'/carers' responsibility to produce the child's legal documentation without this we will charge normal session fees as we will be unable to claim the EYE funding.

Parents/carers are required to sign an agreement of understanding of the terms of funding, as set out in the registration form, before the child starts.

Early Years Entitlement and 2-Year-Old Funding (additional hours)

The government has doubled the entitlement to 30 hours a week (for up to 38 weeks a year) from 1 September 2017 for children aged 3-4. In Somerset, families can 'stretch' this entitlement to a maximum of 1140 hours a year. This is known as the 'extended entitlement'.



The funding is available to eligible families from the funded period after your child turns 3 and after you have applied for your code from HMRC.

To check your eligibility and for more information go to www.childcarechoices.gov.uk .

To claim the EYE Additional funding the following information is required

- Child's legal documentation, birth certificate, passport.
- EYE funding parent declaration form – completed every term and signed by the parent/carer.
- Eligibility code from registered parent (HMRC)
- Registering parents National Insurance number and consent to share NI with Somerset county council EYE team)
- 30 hours Extended Entitlement Consent Form

It is the parents'/carers' responsibility to produce the child's legal documentation without this we will charge normal session fees as we will be unable to claim the EYE funding.

Grace period:

If your circumstances change and you are no longer eligible for the additional hours the government have created a grace period.

For example, if you fall out of eligibility between the 1st of January and the 10th of February, you have until the 31st of March to become eligible or to provide Playgroup with you 4 week notice to reduce your child's hours.

Date Parent receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Parents/carers are required to sign an agreement of understanding of the terms of funding, as set out in the registration form, before the child starts.



Tax free Childcare

Tax-Free Childcare and 30 hours free childcare are two separate government schemes, to help parents with the cost of childcare. You can apply for both through one online application – the childcare service. To qualify for either scheme, over the next 3 months you and your partner (if you have one) must each expect to earn at least: £1,976 if you're aged 23 or over. If you or your partner have an expected adjusted net income over £100,000 in the current tax year, you will not be eligible. Please see www.gov.uk/tax-free-childcare for more information.

To qualify for either scheme, parents must be working and each earning at least £120 a week (on average) and not more than £100,000 each a year.

Parents can use Tax-Free Childcare alongside the 15 and 30 hours free childcare schemes in England, or any free childcare hours provided by the Scottish, Welsh or Northern Ireland governments. Parents can't use Tax-Free Childcare at the same time as they receive childcare vouchers, Universal Credit or tax credits. However, 30 hours free childcare can be received alongside these schemes.

When you apply, you'll be considered for both these services through the same application. You'll only be asked to decide which support you want if you're on tax credits or using a childcare voucher or salary sacrifice scheme. You should check what help you could get with childcare costs, using the childcare calculator. This will help you decide which support is best for you.

For more information go to www.childcarechoices.gov.uk

Childcare Vouchers

We accept childcare vouchers. Please speak to the Finance Officer for further information.

Additional Services

The cost of the session will include a drink of milk/water, plus snack which are detailed in our healthy eating policy, which is available upon request. Parents should ensure that they provide all other consumables such as nappies, wet wipes and lunch (where applicable). If you would like your child to have a paid school dinner then please speak with the Office Manager.

Parents/carers will be charged a £10 a term Admin fee. This will help towards the cost of staff completing the necessary and ongoing admin for your children to attend playgroup.

Absences

For holidays, normal fees will be payable to keep the child's place available. Financially it's not sustainable for us to keep a place open and receive no fees during this period.

In case of short term illness, full fees will be payable. For long term illness, individual circumstances maybe discussed with the Playgroup Leader to reach an agreement.

No charge will be made for inset days or bank holidays. In the case of severe weather or circumstances beyond our control forcing the closure of Playgroup, fees will still be payable as we will still incur costs such as paying staff.

Changing sessions



Where a parent wishes to change the booking of sessions for their child, we will do our best to accommodate your needs but it may not be possible as the sessions may be full. Please see our Playgroup Leader for a discussion giving as much notice as possible.

Cancellation of Place

Little Acorns Preschool may cancel a child's place for the following reasons:

- Non-payment of fees (see non-payment of fees procedure)
- Unsuitable behaviour – including but not limited to: threatening or abusive behaviour towards staff or children within the setting. This may result in us withdrawing a place for your child with immediate effect.

Parents may choose to remove their child from a session or from preschool completely by giving 4 weeks' written notice to the Preschool Leader. If written notice is not received, four weeks' fees will be charged and/or EYE funding for the four weeks will be claimed.

Parents/carers are required to sign an agreement of understanding of the terms of funding, as set out in the registration form, before the child starts.

Late Collection Charges

We appreciate that there may be times when parents are unavoidably late to collect their child and we try to accommodate this. However, staff have time allocated after a session to tidy up the activities which cannot be done when looking after children.

For parents who are late collecting their children by 5 minutes on more than 2 occasions per half term, will subsequently be charged at a rate of £5 for every 15 minutes beyond the stated finish time. For example (depending on your agreed finish time) you will be charged £5 for collecting your child between 12 midday and 12.15pm or 3pm and 3.15pm, you will be charged £10 if you collect your child between 12.15pm and 12.30pm or 3.15pm and 3.30pm. Invoices for late collection charges will be subject to our standard payment terms.

Notice to changes to the Fees Policy

The fees policy will be reviewed at least annually. If any changes to the policy occur, we will give 1 months' notice of changes and a new fees policy will be issued to all parents for their information.

If anyone has any queries regarding the fees policy, please contact the Office Manager or see the Preschool leader.

EYFS Themes

This policy encompasses the following Early Years Foundation Stage themes:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting each other	3.3 The learning environment	
		3.4 The wider context	

