

**Sutton Valence Pre-School Fee Structure**

**Statement of Intent**

The Sutton Valence Pre-School is committed to providing high quality, flexible childcare for families. However, in order to provide this service for children, we must ask that parents/carers adhere to our fee payment structure. The level of fees will be set by Sutton Valence Pre-School and reviewed continuously in light of the Pre-School’s financial position, as well as other broader economic or social considerations that may be relevant.

1. **Fees 2019 – 2020;**

For children aged 2 years

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| **Children aged 2 years can claim 15/30 hours FEE funding at any of the sessions below** |
| **Sessions** | **Times** | **Fees** |
| Morning Session | 9.00am – 12.00pm | £15.00 |
| Afternoon Session | 12.00pm – 3.00pm | £15.00 |
| Full day | 9.00am – 3.00pm | £30.00 |

For children aged 3 years and over

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| **Children ages 3 and 4 years can claim 15/30 hours FEE funding at any of the sessions below** |
| **Sessions** | **Times** | **Fees** |
| Morning Session | 9.00am – 12.00pm | £13.50 |
| Afternoon Session | 12.00pm – 3.00pm | £13.50 |
| Full day | 9.00am – 3.00pm | £27.00 |

A lunch period is included within the afternoon session. All children attending an afternoon session or for a full day, need to bring a packed lunch and drink.

We open 38 weeks of the year, term time only.

1. **FEE Funding**

All children are entitled to 15 hours of government ‘Universal Funding’ per week (Free Early Education), from the term following their 3rd birthday, across 38 weeks of the year. This can be split between suitable settings. The government also offer an extended entitlement of up to 30 hours ‘Additional Funding’ for some working families (visit <https://www.kelsi.org.uk> for further information).

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| **Children who are 3 between:** | **Child Born in Period:** |
| September (Autumn Term) | 1st April to 31st August |
| January (Spring Term) | 1st September to 31st December |
| April (Summer Term) | 1st January to 31st March |

Your child may also be entitled to the Free for 2 Funding (FF2) which provides 15 hours funded early years education for some children following their 2nd birthday. For further information please visit [www.gov.uk/free-early-education](https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds) or feel free to contact us.

We are able to accept both 2 year old and 3 year old funding.

1. **Payment**

Payment of fees should be paid **in advance** at the beginning of each term, via bank transfer or a voucher scheme through your place of employment.

Fees are reviewed continuously.

An invoice is created at the beginning of each term listing all charges for sessions booked for that term.

Parents/carers are encouraged to speak to the Pre-School if they have any queries about the fee structure, or if, for any reason, they are likely to have difficulty in making payments and would like to set up a payment plan. We understand that some families may experience financial difficulties and we would like to work together to minimise disruption to the child’s care and education and also to prevent families from jeopardising their child’s place at the pre-school.

It is the responsibility and obligation of the parent / carer to confirm receipt of the invoice and make payment within the terms and conditions set out, or to contact the Pre-School if they believe they have not received the invoice or charges are incorrect.

Failure to check the above and make contact with the Pre School within 14 days from the start of term will lead to an assumption that the invoice has been received and all costs are correct. At this point ALL costs will be payable

**It is our policy that all fees are paid termly in advance, unless otherwise agreed with the pre-school.**

1. **Non-Payment of Fees**

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

In order to achieve this the pre-school will:

* Fully inform parent / carer of the fee and payment structure at induction
* Issue invoices to parents / carers when fees are due
* Encourage parents / carers to set up a payment plan with the pre-school if they are having difficulty paying outstanding fees

If a payment plan is agreed between parent /carer and the pre-school, the pre-school reserves the right to withdraw the facility if payments are not made. Payments made in instalments through a payment plan must be paid in advance of services provided. If payments are not made, as agreed, the full outstanding will be due within 7 days of issuing an overdue account letter.

If a parent / carer has used services provided by the pre-school without payment or their payment plan has been dishonoured the following procedures will follow:

* An “overdue account” letter will be issued, asking for payment within 7 days. If payment is received no further action will be taken.
* If payment is not received a “second overdue account” letter will be issued asking for payment in full within 7 days, which will now include a £10.00 administration charge. If payment is received no further action will be taken.
* If after 7 days full payment is not received and a payment plan cannot be agreed a “final overdue account” letter will be issued, plus a further £10.00 administration fee. If no payment is received we reserve the right to disallow your child to attend the pre-school and remove the place. If payment is received within 7 days no further action is required.
* 7 days after the “final overdue account” letter is issued and no payment is made, the pre-school will immediately begin proceedings in the county court, for which we will charge an administration fee of £50.00, in addition to all court costs. If the pre-school is required to attend the county court, costs will be applied at a rate of £20.00 per hour.

It is our policy to pursue all unpaid fees through the county court for the recovery of the pre-schools money.

1. **Late Collection Charges**

It is essential that children are collected on time. If a child has not been collected by the end of their session, the parent/carer will incur a late collection charge of £10 for the first 5 minutes and then a £1 per minute thereafter. If a child is collected late on a regular basis the parent/care will be asked to meet with the Pre-school Manager and the child may be at risk of losing their place at the pre-school.

It is important to note that if a child has not been collected within 30 minutes of the expected time and we have been unable to make contact with an authorised adult, the pre-school will contact the local authority Social Services team to inform them that a child has failed to be collected.

1. **Changes to Hours/ Termination of Contract**

We require a whole half-term’s notice to reduce chargeable hours or to terminate your child’s place at the Pre-school, unless your child is moving on to primary school.

1. **Holiday and Sickness Absence**

Fees will still be due if a child is on holiday or absent during pre-school time. Fees are still payable in the event of sickness.

**END**