

Beeches preschool fees policy



Milborne Port Primary School

The Beeches Pre-School Fees Policy

Update Block

Version	Reason for Update	Who	Date
1	Initial version	RE/KK	16/8/22
2	Clarified minimum number of sessions per person	JO	03/2023
3	added fee uplift	KK	3/2023
4	Changes to session times and fee payment system	KK/JO	6/2023
5	Addition of deposit	PE/JO	10/23
6	Update to fees	PE/KK/JO	4/24
7	Update free entitlement	JR	6/24

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This fees policy forms part of the contract with the parents/carers and The Beeches Pre-School.

The Beeches Pre-School is dedicated to the needs of the children in its care; offering a term-time only service, which is fair and competitively priced.

1 Fees and Hours

The Beeches Pre-School charges an hourly rate for all the sessions which are available. With the possibility of flexible hourly add on sessions. This will be charged at the same hourly rate but must be booked in advance.

A minimum of two sessions per week must be booked to ensure that children settle well into the environment.

Sessions available are, morning session 8.30-12.30, afternoon session 12.30-3.00 or an all-day session 8.30-3.00.

In addition, [we will be offering a Before School Care provision from 8am-8.30am at a cost of £5, which includes breakfast.](#)

Sessions are charged hourly at £7.20 per hour for two year olds and £6.00 per hour for three and four year olds. There will be a compulsory consumables charge of 50p for all unfunded 2-3 year olds to cover the provision of a snack.

Fees are calculated monthly; all public holidays will not be charged for and will be deducted in the month they occur.

All sessions must be paid for, you will be charged for all days your child misses due to illness, no matter how long the illness is or any individual days off. Any day the Pre-School must close due to an emergency, the parents will still be charged.

The Beeches Pre-School offers 570 universal hours and additional hours of Early Years Entitlement (EYE) for eligible three and four year olds. The Pre-School also offers 570 hours of Early Year Entitlement for two year olds. These EYE hours are taken over 38 weeks of the year term time only.

Any additional hours booked after any free entitlement will be charged at the hourly rate applicable for your child.

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2 Deposit

A £50 deposit is required for all prospective places. This is to be paid in full in order to secure the child's place on roll. Upon receipt of the deposit and place will be held for 2 months maximum. Should the start-date be moved beyond this period the deposit for a place will be lost in full. Upon starting, the deposit will be deducted from the first month's fees. No deposit will be charged for any children accessing EYE funded hours.

3 Change to Child's Hours

To request a change in days/hours this must be put in writing to the manager who will review the request and respond with the agreed date of the amendment. Any request to reduce days/hours will need to be in writing to the manager with one month's notice.

The Beeches Manager has the right to change a child's days/hours if it is deemed necessary. Parents will be informed in writing of any changes with one month's notice.

4 Cancellation of Child's Place

To cancel a child's place at The Beeches Pre-School one month's written notice must be given or one month's fees in lieu are required. The Pre-School is entitled to claim four weeks EYE hours for any child that claims EYE who leaves without giving notice.

The Pre-School Manager has the right to terminate a child's place giving the parents one month's notice. If the Pre-School Manager deems it necessary to terminate the space without notice due to the safety of the staff and other children within the Pre-School, they will not be charged their notice period.

5 Invoices, Payment and Charges

Invoices are emailed in advance to parents/carers at the beginning of every month, all fees must be paid in full by the 10th of every month. A late payment charge of £10 can be added to the invoice.

Parents will be given information to register on Parent pay to pay their invoices. The invoices will be generated from EYManage with their monthly fees.

All parents to pay using Parent pay unless agreements have been made with the pre-school manager.

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6 Claiming EYE Universal Funded Hours

To claim the Early Years Entitlement the following information is needed:

- The child's legal documentation – birth certificate, passport. A copy will be sent to the Somerset Entitlement Team
- An EYE Parent Declaration Form – this form must be completed and signed by the parent/carer.

NOTE IF THE CHILD'S LEGAL DOCUMENTATION IS NOT PRODUCED THE TERM BEFORE THEY TURN THREE, PARENTS/CARERS WILL BE CHARGED THE PRE-SCHOOLS NORMAL HOURLY FEES AS THE PRE-SCHOOL WILL BE UNABLE TO CLAIM UNIVERSAL HOURS.

6.1 Claiming EYE Additional Funded Hours

To claim the additional hours, parents need to meet the eligibility criteria and the following information is needed.

- The child's legal documentation – birth certificate, passport. A copy will be sent to the Somerset Entitlements Team.
- An EYE Parent Declaration Form – this form must be completed and signed by the parent/carer.
- An eligibility code from the registered parent (HMRC)
- Registering parents' national insurance number.

NOTE IF A PARENT/CARER DOES NOT GIVE PERMISSION TO SHARE THEIR NATIONAL INSURANCE NUMBER, THE BEECHES PRE-SCHOOL WILL NOT BE ABLE TO ACCEPT YOUR CHILD FOR ADDITIONAL EYE FUNDING

EYE funding will only cover 15 hours universal and 15 additional hours a week for the maximum of 38 weeks a year. Term time only.

Parents are required to pay for any additional hours booked after the free entitlement.

6.2 The Grace Period

There is a "grace period" to enable parents to retain their childcare place for a short period of time should you become ineligible for the extended entitlement. A child will enter the "grace period" when the child's parent ceases to meet the eligibility criteria to receive the extended entitlement. Somerset County Council will notify The

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Beeches Pre-School when a parent falls out of eligibility, they will inform the Pre-School of the grace period end date.

Date parent receives ineligible decision on reconfirmation:	Grace period end date:
1 st January – 10 th February	31 st March
11 th February – 31 st March	31 st August
1 st April – 26 th May	31 st August
27 th – 31 st August	31 st December
1 st September – 21 st October	31 st December
22 nd October – 31 st December	31 st March

If you fall out of eligibility and the “grace period” comes to an end you will be charged for all the hours your child attends the pre-school. You must give one month’s notice in writing of any reduced hours or cancelling of a place.

7 Claiming Working Families Funding 9 months – 3 years

To claim the working families 15 hours funding, parents need to meet the eligibility criteria and the following information is needed.

- The child’s legal documentation – birth certificate/passport. A copy will be sent to the Somerset Entitlements Team.
- An EYE Parent Declaration Form – this form must be completed and signed by the parent/carer.
- An eligibility code from the registered parent (HMRC)
- Registering parents’ national insurance number.

NOTE IF THE CHILD’S LEGAL DOCUMENTATION IS NOT PRODUCED AND THE PARENT/CARER DOES NOT GIVE PERMISSION TO SHARE THEIR NATIONAL INSURANCE NUMBER. THE BEECHES PRE-SCHOOL WILL NOT BE ABLE TO ACCEPT YOUR CHILD FOR FUNDED HOURS AND WILL BE CHARGED THE PRE-SCHOOLS NORMAL HOURLY FEES AS THEY WILL BE UNABLE TO CLAIM THE FUNDED HOURS

Funding will only cover 15 hours of universal funding a week for a maximum of 38 weeks a year. Term time only.

Parents are required to pay for any additional hours booked after the free entitlement.

8 Payments in Arrears

All payments are to be made by the 10th of the month. The Beeches Manager will check payments against invoices on the due date.

Parents will be given a reminder and will be asked for an expected date of payment. For example, the end of the day, end of the week.

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If payment is not received by the agreed date the Pre-School will follow the non-payment procedure.

8.1 Nonpayment of Fees

If payments are not received as agreed by the parents and Pre-School Manager, then a meeting will be arranged to set up debt recovery.

A payment plan needs to be agreed stating the amount, and time scale and the dates of payments. If a parent cannot make a payment, they must notify The Beeches Manager and attend an update meeting to review payments. The payment plan is signed by both parties and a copy given to the parent.

If a parent continues to default on the payment plan, then the hours will be reduced to EYE hours until the debt is cleared (if the child is entitled to EYE) if the debt is not cleared or payments within the payment plan are not made then the place will be withdrawn. If the child is not entitled to EYE and the payment plan has not been met, then the child's place will be withdrawn.

A meeting with the parent/carers will be arranged to discuss this and put into writing and a copy given to the parent/carers. Recovery of outstanding debt will be dealt with via a debt recovery agency or the courts. The parents will be notified of all legal proceedings.

9 Reviewing the Fees

The Beeches Pre-School will review their fees termly. The review is undertaken to look at the running costs and to enable us to provide good quality care for the children. Parents are given one month's notice of fees changing, they are informed via email or a letter explaining the increase.

Any issues with this policy should be taken up with the Pre-School Manager. Any issues that cannot be resolved will default to the school's complaints procedure.

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Fee Policy Contractual Agreement

The Beeches Pre-School

Child's name.....

I am aware that if I do not produce all the legal documentation required for the early years entitlement, I will be charged The Beeches hourly rate for my child's attendance.

Signed.....Name.....Date.....

I give permission for my child's details and my national insurance number to be shared with the Early Year's Entitlement Team of Somerset County Council.

Signed.....Name.....Date.....

I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out for the grace period and did not give sufficient notice about changing my child's hours.

Signed.....Name.....Date.....

I am aware that I must pay for any hours/sessions over my free entitlement.

Signed.....Name.....Date.....

I am aware of any charges I may incur from any overdue payments.

Signed.....Name.....Date.....

I understand that my data will be used in line with UK-GDPR regulations for the use of Eyman Management System.

Signed.....Name.....Date.....

I agree with The Beeches Pre-School Fees Policy contractual agreement.

Signed.....Name.....Date.....