

**Downham Market Children’s Centre**

**Snape Lane**

**Paradise Road**

**Downham Market**

**Norfolk PE38 9JE**

**FEES AND CHARGES**

Each family are advised of the fees in advance of joining the Preschool. These are set out in an individual payment letter sent to each family before the beginning of term.

When more than one fee paying child from a family attends Preschool at the same time then a reduction in fees of 10% per child will be available.

The fees are due monthly by the end of the month and should be paid to the Pre-School Manager or Deputy Manager who will be in the setting to collect fees each session. Fees can be paid by cash, cheque or directly into the bank. The Pre-School also accepts employer vouchers and tax free funding payments.

The Admissions Policy is issued to all families as part of the registration process. It is also available via our webpage www.clackclosepreschool.co.uk or upon request.

Early Education is offered to families 38 weeks of the year. The funding hours can be claimed Monday to Friday between 8am and 11:45am and between 12:15pm and 4pm.

**Payment Procedure**

An invoice will be issued termly. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand any additional fees that have been applied. Receipts will be issued for all cash and cheque payments.

You will be billed prior to the start of the new term. Payment is monthly.

If fees are not paid on time you will receive a written reminder one week after the payment due date.

If payment is still not made your child’s space will be revoked.

**Financial Crisis**

Any family finding they are unable to pay their fees are asked to contact the Manager or Deputy Manager who will confidentially discuss the matter.

**Methods of Payment**

Our preferred methods of payment are by BACS, cheque or cash. We are also able to accept payment using employer vouchers through Edenred, Computer Share, Caboodle, BusyBees or Sodexo or through the Governments Tax Free Childcare scheme.

**Early Education Funding**

Early education funding is intended to cover the cost to deliver 15 to 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumable, additional hours or additional services. At present each eligible child is entitled to up to 15/30 hours per week (over a minimum of 2 days), 570/1140 hours a year over no fewer than 38 weeks.

* No session to be longer than 10 hours
* No minimum session length (subject to registration on the Ofsted Early Years Register)
* Not before 6am or after 8pm
* A maximum of two sites in a single day

The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables

The entitlement place is offered free.  Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. There will be no registration fee once a childcare place has been offered.

 All families will be issued an invoice termly in advance unless the balance equals zero.  The payment term is within 10 days.

The following fees apply when families claim a funded entitlement as part of childcare arrangement –

* Additional hours including those not funded by the local authority will be charged at the current hourly rate.

 The current hourly rate is £8.25.

* Additional services

Charges for additional services such as trips will be agreed in advance with families.

* Snack is provided during every session; early morning, morning, afternoon and late afternoon. Snack is charged at 35p per session. Snack charges apply to both funded and non-funded children. The charge is voluntary, if you would prefer to provide snack for your child then please do so. Any snack provided must be a healthy nut free snack. If you are unable to pay these charges, it may be possible to waive or reduce these costs please discuss this with the Pre-School Manager.

There are no charges for meals (consumables).  Families must provide a packed lunch for their child attending during lunch.

 If you are unable to pay these charges, please speak with the pre-school manager to discuss the alternative options available.

 The alternative options include –

* Waiving or reducing costs
* Families to supply snacks

Other charges –

* Late Collection – This fee will be charged when children are not collected on time at the end of their session. The fee is £1.00 per minute.
* Paper duplication of lost Invoices and funding forms are charged at £5.00 each. No charge for a duplicate copy via email.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.  Families wishing to terminate their childcare contract must provide 4 weeks’ notice in writing to the manager.  Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met.  Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

Our fees are reviewed annually in January.  Families will be given at least 6 weeks’ notice in writing to inform them of any change, and given the opportunity to discuss their options with the manager.

 The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services or meals.

**Early Education Funded Places (2 year olds)**

The Government will now fund children from the age of 2 years, for 15 hours per week (38 weeks per year) from the term following their second birthday, should you meet certain requirements. To find out whether your child is eligible for the funding please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). To apply for 2 year funding please go to <https://fiso.norfolk.gov.uk/synergy/>.

If your child is eligible for the funding, you will be given a reference code. You should give your reference code along with your child’s name, date of birth and your national insurance number to the Pre-School Manager, who will then provide you with the funding form to be completed and returned to the Pre-School each term enabling them to claim the funding for your child.

There may be times when the Early Education funding does not cover the number of sessions available to your child for that term/year. In this instance you will be billed for the extra hours your child attends.

**Early Education Funded Places (3-year-olds)**

Currently every child is entitled to 15 hours funded childcare per week (38 weeks per year) from the term following their third birthday. Parents will be kept informed of the legislation and advised further when their child reaches the appropriate age.

The Pre-School will send all paperwork home for you to complete, sign and return each term enabling them to claim the funding for your child.

The entitlement is offered free, parents will not be charged a “top up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

There may be times when the Government funding does not cover the number of sessions available to your child for that term/year. In this instance you will be billed for the extra hours your child attends.

**Early Education Funding 30 Hours**

The Government will now fund 3 year old children for up to 30 hours per week (38 weeks per year) provided their requirements are met. To find out whether your child is eligible for the funding please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). To apply for 30 hour funding please go to <https://fiso.norfolk.gov.uk/synergy/>.

In order to claim 30-hour funding you must apply before the end of the previous term. Evidence may be required so it is advisable to apply early. If you do not receive the code prior to the cut off date you will be unable to claim funding for that term.

To claim for Autumn Term (September – December) you must apply by 31st August

To claim for Spring Term (January – March) you must apply by 31st December

To claim for Summer Term (April – August) you must apply by 31st March

If your child is eligible for the funding, you will be given a reference code. You should give your reference code along with your child’s name, date of birth and your national insurance number to the Pre-School Manager, who will then provide you with the funding form to be completed and returned to the Pre-School each term enabling them to claim the funding for your child.

Where a time lapse has occurred between the point of enquiry and their child’s start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

You will also be required to log in to reconfirm your claim details every 3 months in order to continue to claim the funding. Look out for the emails reminding you to reconfirm your code, if you don’t reconfirm your code and it lapses it will mean you will not be able to claim the full 30 Hours. You will then be liable for the additional hours over the standard 15 free government hours and will be charged at the rates stated below.

**Fee Paying/Additional Hours and Services**

If your child is not eligible for Early Education funding or they are having more than the 15/30 hour funded session they are entitled to you will be billed termly prior to the start of term.

The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract.  It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

You will be charged as follows: -

Early morning sessions (8-8.45am) **£6.20** Early Education Funding can be used

Morning sessions (8.45am-11.45am) **£24.75** Early Education Funding can be used

Lunch Time (11.45am – 12.15pm) **£4.15** Early Education Funding **CANNOT** be used

Afternoon sessions (12:15-3.15pm) **£24.75** Early Education Funding can be used

Late afternoon sessions (3.15-4pm) **£6.20** Early Education Funding can be used

Full day sessions (8.45am-3.15pm) **£53.65**

Late Collection **£1.00** Per Minute

Snack Fee **35p Per** Session

**Additional fees for children**

Charges for trips will be agreed in advance. Snack is provided during every session and is charged at 35p per session. It applies to both funded and non-funded children. If you would prefer to provide snack for your child, then please do so. Any snack provided must be a healthy one.

**Fees for Late Collection**

If you are late collecting your child, you will be billed at a rate of £1 per minute. You will be billed at the end of the week. You will be expected to pay any bills for late collection within 7 days.

**Absence From Preschool**

Fees are payable for normal absences such as coughs, colds, sickness and holidays. A reduction in fees may be possible for hospitalisation, long term illness, family crises depending upon length of time involved and individual needs. In long term absences it may not be possible to keep the place open for the child. Individual cases should be discussed with the Pre-School Manager. If possible, parents/carers should let the Practitioners know if their child is going on holiday. Fees are payable during holidays.

**Termination of contract**

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place.  Families wishing to terminate their childcare contract must provide 4 weeks’ notice in writing to the Pre-school manager.  Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met.  Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

**COVID-19**

If you are choosing for your child not to attend because of COVID-19 yet pre-school is fully operational and open for normal attendance, full fees are still applicable.

**Outstanding Fees When A Child Leaves Pre-school**

When a child leaves Preschool, their siblings will not be accepted until any outstanding fees known to the Committee and Practitioners are cleared.

**Refunds for Training Days**

Wherever possible the Preschool will notify you in advance should we need to close for training days. When this is known in advance fees will not be charged for that session. However, if the Preschool closes for training at shorter notice, fees will be refunded. This can either be in the form of a return of already paid fees, or a deduction of that amount from the next bill. This will be arranged between the Pre-School Manager, the Treasurer and the individual family.

**Refunds for Staff Shortage**

In the very unlikely event we find ourselves with a number of practitioners with illness/sickness unable to work which means we cannot adhere to the adult: child ratios and are forced to close pre-school parents will be informed as soon as possible and those missed sessions will be refunded. This will be arranged with those affected and the pre-school manager.

**Non-Refunded Closures**

Any closures will mean we will notify parents/carers at the earliest possible time but will not be refunded, if the pre-school is forced to close and unable to open due to factors out of pre-schools control to include but not limited too;

* Weather (snow)
* Electrical/Heating
* Building Maintenance

If the closure lasts beyond one week we will reduce fees to half until we are able to reopen the preschool safely.

**Review Date: September 2025**