

Hardwick Pre-school

John Bridles Hall

Hardwick

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07874 944732

Charity number

**FEE POLICY**

Hardwick Pre-school operates as a not-for-profit organisation aiming to provide good quality and affordable childcare for the local community; as such we rely heavily on the prompt payment of fees to cover our day to day operational costs. As an Ofsted registered early years provider you are legally bound to meet the requirements of the Ofsted regulations and the Early Years Foundation Stage Framework published by the Department for Education

**FUNDING**

Hardwick Pre-school offer 15 hours of free early education to eligible children aged two, three and four years of age. Children become entitled to 570 hours of Nursery Education Funding (NEF) over no fewer than 38 weeks of the year the term following their second or third birthday in accordance with the table below. This equates to 15 hours per week.

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| **Eligible children who are aged 2 or 3 between:** | **Will have a free place from the following:** |
| 1st April and 31st August | 1st September following either their 2nd or 3rd birthday |
| 1st September and 31st December | 1st January following either their 2nd or 3rd birthday |
| 1st January and 31st March | 1st April following either their 2nd or 3rd  birthday |

Their entitlement continues until either the end of the term in which they become five years old or until they start school.

**We offer the following funding streams:**

· Disadvantaged 2-year-olds (parents who receive some additional government support)

· Universal entitlement for all 3- & 4-year-olds

· Eligible Working Parent Entitlement for 2YO

· Eligible Working parent 3&4YO (30 hours)

Please click on the link below to see if you are eligible any funding for your child

<https://www.gov.uk/get-childcare>

Fees are charged for children attending sessions which are not covered by Nursery Education Funding.

**SESSION FEES**

A fee is chargeable per session for all children that are not eligible for funding or for children who have exceeded their funding entitlement.

**SESSION FEES**

**2 year to 5-year olds** (applicable from the term following a child’s 2rd birthday)

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| **Session** | **Session duration** | **Rate per session** |
| *Morning session* | 9:15 –12:15pm 3 hours | £18.00 |
| *All day session* | 9:15am – 2:45pm 5.5 hours | £33.00 |
| *Sustainability & consumables per session* | **Charged per session** | £1.50 |

**Concessions cannot be made for absences since that session cannot be advertised. Although we do try to be as flexible as we are able to be, swapping of sessions is not cost effective**

**REGULAR SESSIONS –** An invoice will be issued at the start of each term and should be paid with in 30 days of issue.

**AD-HOC SESSIONS** – Invoices are raised on a weekly basis and should be paid within 14 days of the issue date.

**ALL INVOICES ARE EMAILED DIRECTLY TO YOU.**

**PAYMENT OF FEES**

* Fees are payable termly.
* Fees must still be paid if children are absent without notice for a short period of time or ill.
* If your child has to be absent over a long period of time, come and talk to us.
* For your child to keep her/his place at Hardwick Preschool, you must pay the fees.
* Invoices are sent out at the beginning of each term, and payment can be paid in full, monthly, by BACS, DD or Cash. We also accept computer vouchers.
* We accept children with 2 year Funding, 3 & 4 year Funding and 30 hour Funding
* You can use your Government Tax Free Childcare scheme
* We charge an added small amount for sustainability and consumables per child per day/session stated above

You may be eligible for further help with funding and get Early Years Pupil Premium (EYPP)

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**LATE PAYMENT OF FEES**

Fees should be paid within 30 days of the payment date given on the bill. Late payment of fees is subject to a penalty charge of £30.00

1. If it is not possible to pay the fees immediately and in full, please speak to the Administrator as it may be possible to work out a payment plan paying weekly/daily – confidentiality will be assured. Please note that it may be possible to receive childcare payment help through childcare tax credits or childcare vouchers.
2. If payment has not been made by the first due date (nor a payment plan agreed) a reminder will be issued giving a final due date four weeks after the initial invoice was issued.
3. If full payment has not been received, nor a payment plan agreed four weeks after the initial invoice was issued, or where repeated default (i.e. more than two instances) is made on the payment plan, then the committee may reallocate the child’s space to another child on the waiting list, subject to the pre-school’s discretion i.e. taking into account any external factors relating to the child. The Pre-school may also take further action to recover the loss from the parent/carer.

**REFUNDS**

1. Refunds will not be made for absence through illness, holiday or other, apart from exceptional circumstance (at the discretion of the Pre-school Committee)
2. Refunds will not be made if Pre-school closes a planned session due to adverse weather conditions.
3. Refunds will not be made where a child leaves or reduces their weekly sessions after the initial invoice has been issued.
4. Refunds will not be given for ad-hoc sessions cancelled with less than 48 hours’ notice.

**NOTICE PERIOD**

We will require 6 weeks written notice prior to the withdrawal date. In the event that notice cannot be given, payment for the notice period will be required.

**OTHER CIRCUMSTANCES RELATED TO FEES AND FUNDING**

1. If you choose to withdraw your child from Hardwick pre-school midway through a term, the fees for that half term cannot be refunded.
2. If you choose to withdraw your child from Hardwick pre-school midway through a term, funding received from the LEA is not transferable.
3. Your child is expected to attend for the hours claimed for. If your child does not attend regularly for their claimed hours without a valid reason, funding may be withdrawn.
4. We are unable to give any refunds for any holidays that are taken in during pre-school term time.
5. We are unable to give a refund if a child is absent due to illness.
6. In the event that a child remains absent from pre-school and or their fees remain unpaid for more than 4 weeks without explanation, the committee may consider it necessary to reallocate their place to another child on the waiting list.
7. If at any time you experience difficulty in paying your pre-school fees, please do not hesitate to contact us office@hardwickpreschool.co.uk

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| **SIGNED** | **DATE** |
| **PRINT NAME** |  |