



# Fee Policy

Signature:

Name: Mrs Lorna Parle

Position: Headteacher

Date: May 14th 2024

Signature:

Name: Mrs Lorraine Clarke

Position: Chair of the Local Governing Body

Date: May 14th 2024

Date ratified by Local Governing Body: June 2024  
Review Date: June 2025

## Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

## Terms & Conditions

- The level of fees will be set by the School and reviewed at least annually in light of the pre-school's financial position. The notice period of any planned changes to pricing of childcare in Mark Pre-school CE Academy, is 4 weeks. Parents will be notified in writing.
- The notice period to effect any changes in contract is 4 weeks. Parents will be notified in writing and issued with a new contract.
- Fees are invoiced monthly in arrears and are to be paid in full within 7 days of receipt of the invoice. Preferred method of payment is via BACS into the School bank account Sort Code 30-91-84 Account No 27941060
- Invoices will be sent out via email at the end of each month. Paper versions can be requested via the School office.
- Payment must be made even if the sessions are missed.
- Any additional sessions will be invoiced.
- Payments can be made by BACS or childcare vouchers.
- If you have difficulty making the payment, please contact the School office who may be able to arrange an instalment payment plan for you.
- There are NO charges for Bank Holidays, INSET training days or emergency closure i.e. Flood.
- Charges still apply for sickness and family holidays.
- If fees are not paid on time, the School will notify the parent / carer in writing and request payment at the earliest possible time.
- The School has the right to issue a formal warning to the parent / carer and inform them that continued late payment will result in their child's place at the pre-school being forfeited for any non-funded hours.
- If fees are paid persistently late or not at all with no explanation, the School will be forced to terminate the child's sessions that are non-funded until payment is received.

- Under exceptional circumstances, the School may agree to allow the child to continue attending the pre-school for the remainder of the week.
- In event of unsuitable behaviour from parents/carers (i.e. if you display threatening or aggressive behaviour, and/or use unacceptable language towards Mark Preschool CE Academy's staff and/or children), or non-payment of fees following the non-payment procedure (as above) the child's place will be terminated without further notice.
- Parents / carers are encouraged to speak to the Pre-school Manager or the School office if they have any query about the fee policy, or if, for any reason, they are likely to have difficulty in making payment on time. Parents / carers are strongly advised to arrange a meeting at the earliest possibility, to avoid jeopardising their child's place at the pre-school.
- Four weeks' notice of cancellation is required in writing to the Pre-school Manager and payment must be received for those weeks.
- In the event that a child is removed from the setting without notice, the setting can claim up to four weeks of EYE from the last date of attendance to cover this period.
- If a child is collected late and depending on circumstances, we reserve the right to charge parents £5 for every 10 minutes that they are late collecting.
- If you would like to increase your child's hours, this is subject to availability, please see the Preschool Manager.
- Charges are made for trips, outings etc. although it is hoped that funds made during the year at fundraising events held, will provide for amenities within pre-school.

## **Charges**

£5.80 an hour for 3-4 year olds

£6.10 an hour for 2-3 year olds

### Sessions

Day	Breakfast Club	Morning Session	Lunch	Afternoon Session	Afterschool Club
Monday	07.30 – 09.00	9.00 – 12.00	12.00 – 13.00	13.00 – 15.15	15.15 – 17.30
Tuesday	07.30 – 09.00	9.00 – 12.00	12.00 – 13.00	13.00 – 15.15	15.15 – 17.30
Wednesday	07.30 – 09.00	9.00 – 12.00	12.00 – 13.00	13.00 – 15.15	15.15 – 17.30
Thursday	07.30 – 09.00	9.00 – 12.00	12.00 – 13.00	13.00 – 15.15	15.15 – 17.30
Friday	07.30 – 09.00	9.00 – 12.00	12.00 – 13.00	13.00 – 15.15	15.15 – 17.30

## **School Meals**

Your child may opt to have hot dinners. These are charged at £2.95 per day. Meals can be selected and paid for via your ParentPay account which you will be given a log-in for at registration.

## **Funding**

We welcome both 15- and 30-hour funding (available the term after your child's 3rd birthday). In addition, your child may be eligible for the working families 2-year-old funding.

Parents can check whether they could be eligible for a range of government childcare offers, via Childcare Choices at: <https://www.childcarechoices.gov.uk>

Or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>

If you plan on using either 30-hour funding or working families entitlement towards your fees, please contact the school office who will require a valid 11-digit eligibility code prior to the start of the funding period.

The funding periods are as follows:

Autumn 1<sup>st</sup> September – December 31<sup>st</sup>

Spring 1<sup>st</sup> January – 31<sup>st</sup> March

Summer 1<sup>st</sup> April – August 31<sup>st</sup>

In addition, we currently accept the following childcare vouchers:

- Edenred vouchers
- Computershare
- Sodexo
- Care4

If you wish to use another voucher scheme please see the Pre-School Manager or Administrator.

**Please refer to your Parent Contract, and sign, date and return one copy to Mark Pre-school CE Academy.**