

Toy Box Pre-School

Castle Cary, Somerset

Payment of Fees Policy

Toy Box Pre-school has a strict policy on payment of fees. By signing the enrolment form a parent/carer is agreeing to keep all fees paid up and current.

Toy Box Pre-School operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening times and hours for the setting are:

Monday	9.15am – 3.45pm
Tuesday	9.15am – 3.45pm
Wednesday	9.15am – 3.45pm
Thursday	9.15am – 3.45pm
Friday	9.15am – 3.45pm

Fees are periodically reviewed by the committee and parents/carers will be given reasonable notice in writing of any changes.

Booking, Fees and Billing

- Current fees are: Age 2 to 3 years old is £4.70 per hour; Age 3 to 5 years old is £4.60 as of September 2019. (After child's 3rd birthday: price alteration will take effect on the next monthly invoice following their birthday.)
- Sessions are charged hourly based on the following sessions (Morning session: 3 hours) 9.15am – 12.15pm, (Afternoon session: 3.5 hours) 12.15pm – 3.45pm. Sessions can be combined to create one full session to meet your needs (All day: 6.5 hours)
- The morning and afternoon session will include provision of a healthy snack. There is a small additional fee of 50p for each session.
- At Toybox the children have their lunch as part of the afternoon session and therefore you will need to provide a suitable packed lunch.
- There will be no reduction for periods of sickness or holidays taken during normal sessions.
- In the case of a child's legitimate long term illness, the committee will consider the circumstances and come to an arrangement with their parents/carer regarding fees.
- There will be no reduction in fees if a parent/carer has more than one child attending the pre-school.
- If the pre-school is unable to open due to unforeseen circumstances i.e. severe weather, parents/carers with children that are due to attend on that occasion will not be charged.
- Fees will not include a charge for Inset days.
- Fees will be calculated each term (3 terms in every year) for those claiming the Early Years Universal and/ or Extended Entitlement, and for those claiming 2 year old funding. The fees should be paid in by the stated deadline on the invoice being issued, unless prior arrangements are made with the finance officer. A late payment fee of £5 will be added for those who do not make payment on time without prior discussion with the finance officer or Pre-School Manager.
- Invoices will be issued on a monthly basis for those just paying fees (those not claiming the Early Years Entitlement or 2 year old funding) These fees must be paid by the stated deadline on the invoice being issued, unless prior arrangements are made with the finance officer. A late payment fee of £5 will be added for those who do not make payment on time without prior discussion with the finance officer or Pre-School Manager.
- A parent/carer must give 4 weeks' notice of any changes they wish to make to a child's regular pre-school sessions and those changes must first be discussed with and agreed by the pre-school manager.
- Cheques should be made payable to Toy Box Pre-School. Receipts will be given as a proof of payment by cash or cheque, BAC's payments will be issued a receipt if requested.

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- Late collection charges will be incurred for repeated late collection at £10 for every 15 minutes or part there of if the child has not been collected.
- Late payment of fees will be monitored and the arrears process invoked.
- Non payment of fees within times agreed in the arrears process will invoke the non payment of fees process.
- When an accumulation of unpaid fee's reaches £100, the child will only be able to attend ToyBox within allocated EYE funding hours. Additional hours can only be resumed once the balance is paid in full.
- One off additional sessions must be requested in writing, either by: filling in the 'Additional sessions' form or via email. Cancellation notice of additional sessions must be at least 24 hours before the session(s) start, failure to do so will result in full payment of the session(s) invoiced, unless covered by remaining grant hours.

Early Years Entitlement (EYE) details:

We are in receipt of EYE for some two and all three and four year olds.

Early Years Entitlement: Universal Entitlement: Parents can claim 15 hours per week over 5 days from the term after their child turns 3 for 38 weeks of the year. You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total. Please see Somerset County Council website or speak to a member of preschool staff for current funding entitlement and policy or visit www.childcarechoices.gov.uk for further information.

To claim the EYE funding the following information is needed:

- Child's legal documentation – birth certificate, passport
- EYE funding parent declaration form - completed every term and signed by parents

Parents are required to bring their supporting documentation to the induction session. If a child's legal documentation is not produced in time to enable funding to be claimed, parents will be charged at the current hourly rate. Any hours over and above the current EYE funding entitlement will be charged at the current hourly rate.

Additional one off sessions: If your child doesn't claim the full Early Years Entitlement per week and you wish for your child to attend an additional session outside of their regular booked sessions, this can be claimed as part of their EYE.

Early Years Entitlement: Extended Entitlement: Working families can claim an additional 15 hours of free childcare (known as 30 hours free childcare) over 38 weeks of the year if they meet certain criteria, see www.childcarechoices.gov.uk for further details on eligibility. Your child can start their childcare place the term after they turn three years old and have received a valid 30 hours code, whichever is later. Term start dates for this are 1st September, 1st January and 1st April. You must complete a Toybox 30 Hours Extended Entitlement Consent Form which allows Toybox to verify your code on the Somerset Early Years portal before taking up a 30 hours place.

Funding for eligible two year olds

Somerset offers 570 hours per year for eligible 2 year olds from the funding period after their second birthday.

Information about eligibility and applying for this funding is available at www.somerset.gov.uk

To claim the 2 year funding at Toybox the following information is needed:

- Child's legal documentation – birth certificate
- EYE parent declaration form - completed when appropriate and signed by parent/carer

It is parents/carers responsibility to provide child's legal documentation. If not provided parents/carers will be charged the setting's normal fees as we will be unable to claim EYE funding.

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Arrears Monitoring:

1. A set date will be given for payment on each invoice
2. Payments will be checked against invoices on due date
3. Any parents/carers who have not paid will be contacted by phone or in person at the setting to remind them, they will be given 5 working days to make their payment
4. We will then follow non payment of fees procedure

Non payment of fees procedure

- A meeting to set up debt recovery – the meeting will be held within a week of the outstanding invoice or as soon as possible after. (Any payment plan agreed will only be for the outstanding amount only. Any new fees incurred will need to be paid on time). This meeting is noted and a confirmation letter will be sent to the parent stating the procedure both parties agreed on, including the timescale for the debt recovery
- If the debt is not paid off as agreed, we will either:-
 - Reduce hours to only include EYE funding hours (if applicable) until the debt is cleared
 - Consider withdrawing the child's place
 - A further meeting may be held to agree new terms
- If a parent does not keep to the payment plan with the child attending only EYE funded hours, then their place will be withdrawn.
- If a child's place is withdrawn with outstanding debts not paid, these debts will not be written off – we will send one final demand and advise the parent we are proceeding to recovery through the small claims court.

Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

Childcare vouchers- We are able to accept some childcare vouchers- please see a member of staff for details.

Tax-free childcare scheme - Information can be found on the government website www.childcarechoices.gov.uk

Cancellation/Termination of the contract:

Setting

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non payment of fees following the non payment procedure, at all other times one month's notice in writing will be given.

Parents/carers

One month written notice must be given to the setting to terminate a child's place, if written notice is not received four weeks fees will be charged, and EYE funding or Fees for the four weeks will be claimed.

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	

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Role of signatory (e.g. chair/owner)	
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