Safeguarding and welfare requirement: Information and records

Providers must maintain records and share information to ensure the

safe and efficient management of the setting, and to ensure the needs

of all children are met

FEES & NURSERY EDUCATION GRANT POLICY & PROCEDURES

St Augustine of Canterbury Preschool aims to offer an affordable and high quality service to all families in the local parish.

### Session times and the fees for the school year 2021/22 will be charged as follows:

**3 and 4 Year Olds**

Morning Session: 9.00am to 12.00pm - £15.00 per session (£5.00 per hour)

Afternoon Session: 12.00pm to 3.00pm - £15.00 per session (£5.00 per hour)

WHOLE DAYS 9.00am to 3.00pm - £30.00 per day (£5.00 per hour)

**2 Year Olds**

Morning Session: 9.00 am to 12.00 pm - £16.50 per session (£5.50 per hour)

Afternoon Session: 12.00 pm to 3.00 pm - £16.50 per session (£5.50 per hour)

WHOLE DAYS: 9.00am to 3.00pm - £33.00 per day (£5.50 per hour)

**Early club - 8.30am to 9.00am - £3.00 per session**

**Late club - 3.00pm to 3.30 pm - £3.00 per session**

**NB**

* Rates for 3 & 4 Year Olds will take effect the term after the child’s 3rd Birthday
* Children of staff members are entitled to a £1 discount on all fees.

**Late collection fees – whether notified or not**

On the first occasion that a parent collects a child late, they will receive a written warning that any future late collections will incur a fee, this is to cover additional preschool costs. The charges are £10.00 if 10 minutes late, plus a further £5 for every 5 minutes thereafter. This must be paid within two weeks of receiving an invoice. In the event fees are not paid, the procedure for unpaid fees will be followed, please see our fees policy.

**Length of terms**

Where possible it is our policy to provide the required amount of sessions each grant period. These are set by South Gloucestershire Council and are as follows:

1st September to 31st December 13 weeks

1st January to 31st March 12 weeks

1st April to 31st August 13 weeks

Where we are not able to meet these requirements, for example due to an early Easter, then we will adjust the term dates either before or after to ensure we provide the full entitlement of 38 weeks.

### Once children are eligible for Universal Nursery Education Grant funding, they can choose to use their entitlement at the Preschool, and therefore no longer be liable for fees. For those who choose not to use any or their entire grant funding with St Augustine’s Preschool, then fees will be charged as above.

* Fees are payable at the start of each of the 6 terms. Parents will be provided with an invoice, which must be paid within 2 weeks.
* Fees should be paid electronically via bank transfer. The Preschool will accept childcare vouchers and details of any scheme must be provided to the Preschool and agreed before any payments by vouchers are made.
* Fees are payable for all sessions including sickness and holidays.
* Fees are not payable in the event that a Preschool session is cancelled, for example for a snow day or Bank holiday.
* Four weeks written notice (term time not including school holidays) is required if parents wish to withdraw their child from Preschool. Once your letter has been received Preschool will notify you by email that the notice has been granted.
* Should the occasion arise where the Preschool has to close, & the term becomes shorter than anticipated, a pro rata refund of fees paid to date, will be given.

 **Unpaid Fees**

In the event that fees are not paid within 2 weeks and no agreement has been made with the Administrator or if the payment agreement has been broken, the Administrator will inform the Preschool Manager and Committee Chair and the following procedure will be followed:

* A penalty of £10 will be charged and a reminder will be sent to the parents requesting fees to be paid within 1 week (by the following Friday)
* If after this time fees remain unpaid an additional penalty of £10 will be charged, followed by £10 for each week that payment is outstanding.
* In the event that fees remain unpaid after 4 weeks from when they should have initially been paid and no re-payment agreement has been arranged, the preschool will be unable to accommodate the child until payment is received and your place may be lost permanently.
* If a re-payment agreement has been arranged but any payment is not made on time and in full as agreed, the preschool will be unable to accommodate the child until payment is received and your place may be lost permanently.

**Review**

Fees are reviewed annually in April for the following September.

**Nursery Education Grant**

St Augustine of Canterbury Preschool is included in South Gloucestershire Council Directory of Providers and is therefore eligible to claim Nursery Education Grant for children attending. To be eligible for inclusion in the register providers must agree to abide by the ‘Conditions of Nursery Education Grant Funding’. This includes the Sure Start Unit Code of Practice on the provision of free nursery education places for 3 & 4 year olds and any local conditions set by South Gloucestershire Council.

All children are entitled to Universal Grant Funding of up to 15 hours a week from the school term after they turn 3 years old. Some children may also be entitled to Extended Grant Funding which will make them eligible for up to 30 hours funding. This is generally children in a household where both parents or one parent if in a single parent household, are earning the equivalent of 16 hours living wage. All families are given details on how to check their eligibility two terms before their child turns 3.

Grant funding may also be available for 2 year old children and pupil premium payments may be available for households with low incomes, receiving benefits or for children with additional needs. All families are made aware of this when enquiring about a place at our preschool, as it is highlighted on our information sheet. Details can also be found on our web site.

**Policies**

As part of our funding agreement and good practice, parents are asked to read the following policies and sign to say they have done so, when taking up an offer of a place at our preschool:-

* Admissions
* Collection of children
* Concerns and complaints
* Equal opportunities
* Fees
* Missing child
* Safeguarding
* Special educational needs and/or disabilities

**The agreed term dates for the academic year 2021-2022 are:**

Term 1 Monday 6th September – Friday 22nd October

Term 2 Monday 1st November – Friday 17th December

Term 3 Tuesday 4th January 2022 – Friday 18th February

Term 4 Monday 28th February – Friday 8th April

Term 5 Monday 25th April – Friday 27th May

Term 6 Monday 6th June – Friday 22nd July

**The timetable for sessions is as follows:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM09.00 – 12.00 | 21 children | 21 children | 21 children | 21 children | 21 children |
| PM12.00 – 3.00 | 21 children | 21 children | 21 children | 21 children | 21 children |

**Absences**

You must notify us of all absences. Written confirmation must be provided if your child is away longer than five consecutive days to enable us to claim grant funding. If grant funding is not received you will be charged accordingly.

If a child is away for more than 20 consecutive days the council will be informed and funding may be stopped.

#### Exceptional Circumstances

If you have difficulty with any of the above policies, please contact the Preschool Administrator in the first instance and individual cases will be considered.

This Policy was \*adopted/renewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Pre-school by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Pre-school Staff by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Policy will be reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* (Please delete as applicable)