

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have and implement a clear policy explaining the 'Early Years Entitlement'.



Jack's Pre-School

Fees

Policy statement

Jack's Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality service in a safe and stimulating environment where the needs of individual children are met. We operate 38 weeks per year, term time only, Monday to Friday in line with our feeder primary school: Barwick and Stoford CP School. We aim to provide a service that is good value for money.

Rates

Currently, the ongoing hourly rate as of 1st January 2025 is £5.00 per hour for 3-4 Year Olds and £5.50 per hour for 2 Year Olds.

Sessions

Morning Session (not including lunch)	09:00 – 12:00
Afternoon Session (including lunch)	12:00 – 15:00
All day (including lunch)	09:00 – 15:00

Each child must attend a full session (morning, afternoon or all day)
Once a session is booked it must be paid for (unless part of entitlement). Flexi-hours are not available.

Early Years Entitlement Funding

Jack's Pre-School is in receipt of Early Years Entitlement (EYE) for 3 and 4 year olds. This is available the term **following** your child's 3rd birthday – e.g. if a child is 3 in January, funding will be available in the Summer Term) All 3 and 4 year olds are entitled to 15 hours per week. Some children may be entitled to 30 hours per week EYE. You can check your eligibility here: <https://childcare-support.tax.service.gov.uk/> You must apply for the 30 hours EYE code the term before their child meets the age criterion to ensure they can access a place at the start of the funding period after your child turns three. If not, you will **need to wait until the following funding period** to access the extended entitlement hours. The funding periods are:

Term	Dates	Hours Available
Autumn	1st September – 31st December	200
Spring	1st January – 31st March	170
Summer	1st April – 31st August	170

To access the 15 hours EYE, you will need to provide Jack's Pre-School with a copy of your child's birth certificate. Failure to provide this will mean Jack's Pre-School cannot access the funding and you will be invoiced for any session your child attends at the rates stated.

In terms of the 30 hours EYE, once accepted, you will be given a code which you need to pass on to Jack's Pre-School along with the National Insurance number used to access the code, so that the entitlement can be processed appropriately. It is your responsibility to ensure that this code is updated as required and when notified.

Towards the end of each term, you will be asked to complete a session update form indicating your child's chosen sessions for the following term. As well as this, you must complete a Parent's Declaration Form at the beginning of each term if you are claiming EYE.

Extra Consumables

Your child has an option for a Hot School Meal provided by the feeder school: Barwick and Stoford CP School if your child is booked into an afternoon session or all day session. There is a charge for this service of £2.60 per lunch. Your child is able to bring a packed lunch should you prefer. You are also required to provide £1 per week to pay towards the morning snack we provide each day. This is payable in cash to Jack's pre-school. If you choose not to pay money towards the snack we require you to send in one piece of fruit on the days that your child is in.

Holidays

The Pre-School is closed on Bank Holidays and also closes in line with the INSET days for its feeder school: Barwick and Stoford CP School. No fees are collected for these periods.

However, if a child is on holiday at any other point throughout the year, fees will be invoiced as per the child's agreed weekly hours at the rates stated above.

Emergency Closures

If the Pre-School has to close due to unforeseen circumstances – e.g. power cut, pandemic, snow day – then parents will not be charged for any sessions that their child has missed.

Sickness

If your child is absent due to sickness or illness, the fees will remain in place as the Pre-School is required to keep your child's place open, therefore employing and paying staff accordingly. In the case of long term illness / sickness, charges are at the discretion of the Pre-School. If you have a query about this, please speak to a member of staff as soon as possible.

Collection of Fees

Invoices, for the next term will be sent out at the end of the previous term identifying the agreed hours between the parents and Jack's Pre-School, the number of hours funded through EYE and the number of hours to be paid for independently. The current rates are as follows:

EYE Funding 3-4 Year Olds	Jack's Hourly Rate	EYE Funding for 2 Year Olds	Jacks's Hourly Rate
£5.50	£5.00 3-4 Year Olds	£7.43	£5.50 2 Year Olds

There is the option to pay termly, monthly, fortnightly or weekly. If a parent cannot pay the full amount, then hours can be reduced and a payment plan can be put into place and monitored accordingly so that the parent does not fall into serious arrears.

Parents will receive an invoice even if they are just accessing their EYE.

Payments can be made by cash or preferably online through parent pay. Cash payments should be made to the School Office and will be receipted with the appropriate invoice.

If a parent fails to pay for their sessions by the end of the term, then we will not be able to accept their child for any extra sessions the following term until the debt is paid. They will only be able to attend their EYE funded sessions.

Late Payment of Fees

Parents are given a deadline on each invoice which is between 21 and 30 days of the date of the invoice. A reminder will be initially sent out after 15 days of the start of the term. If a payment has not been made, the parent should attend a meeting set up by the Pre-School Manager and attended by the parent, the Pre-School Manager, Head Teacher and a Governor in order to implement a payment plan. If the fees continue to be outstanding, the

debt will be passed on to Somerset County Council's Legal Department for collection. The parent will be requested to withdraw their child/ren until the outstanding fee is paid. If the child is in benefit of EYE, they will still be able to attend their funded sessions.

Should the parent foresee a problem with the payment of fees, they should speak to the Pre-School Manager or Deputy as soon as possible to enable everyone to reach an acceptable conclusion regarding payments. Confidentiality will be assured.

Attendance Registers

All children attending Jack's Pre-School will be signed in and out using a daily register.

Late Collection of a Child

There have been occurrences where children have not been collected from their sessions on time. Parents must collect their child promptly at the end of the agreed session. If a parent is 10 minutes late collecting their child, they will be asked to sign the Late Register. A nominal charge of £5.00 will be invoiced at the end of the calendar month for each late collection recorded. For parents who collect their children later than 10 minutes after the end of the agreed session, a charge of £5.00 for each 5 minutes will be made – e.g. if a parent is 15 minutes late, they will be invoiced for £10.00; if a parent is 20 minutes late, they will be invoiced for £15.00

However, if a parent calls in advance to notify Pre-School that they are going to be late due to unforeseen circumstances such as roadworks, then no charge will be made as long as the child is collected within 10 minutes after the end of the agreed session.

Giving Notice

We ask that if you wish to withdraw your Child from our setting we are given at least 1 Months' notice but preferably a term. We are unable to refund pre-paid fees and therefore ask that if possible your Child finishes at the end of the term you have paid for.

This Policy was adopted by:

Jack's Pre-School

Reviewed On

25/09/2024

Signed:

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Position:

Head Teacher (Barwick and Stoford CP School)