

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.



Phase Five Pre-School Policy

10.3 Fees

Policy statement

It is our intention to make Phase Five Pre-School 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 pre-school through open, fair and clearly communicated procedures. We will work with parents/carers to find the best possible way for them to pay any fees due.

Procedures

Fees

There are no fees incurred during funded hours.

All fees incurred outside of funded hours during breakfast club are compulsory to parents

Fees are payable monthly and are compulsory when incurred outside of any funded hours; parents are notified of the required fees and the date the fees are to be settled by, at the start of each month using an invoice system.

The Fees from April 2025 are £19.15 per session for children at Acorns and £17.23 for children at Oak trees. The fees for breakfast club as of September 2025 per session are £5.50 at Acorns and £5 for children at Oak trees.

The invoice issued is set out in accordance with South Gloucestershire Council Provider Agreement. This includes details of hours claimed under the NEG, fees due for hours attended and not covered by the NEG, additional services such as breakfast club

An additional £15 voluntary fee will be invoiced bi-termly. This is to help towards the cost of special activities from outside agencies, additional crafts such as cooking or suncreams in the summer. All parents are able to 'Opt out'. This option is available upon registration.

Fees are to be settled by the due date shown on our invoice by bank transfer directly into our bank account.

The details of which are:

Lloyds Bank

Account Number: 87004168

Sort Code: 30 98 97

Parents are requested to use their child's name as reference for any payments.

Fees must be settled by the 7th day of every month, if not settled by this date your child will no longer be able to attend pre school.

Our fees are payable regardless of whether your child is able to attend or not, i.e. holiday, illness, not attending a school trip etc. If your child is absent for from Phase Five Pre-School for a week or more we ask you to complete a pro-forma explaining the reason for the absence and the dates when your child did not attend pre-school.

If a child starts mid-term the fees will be calculated and adjusted accordingly by the Pre-School's Administrator.

Fees will be reviewed at the Committee's discretion.

Outstanding Fees

If parents/carers have any difficulty at all paying fees, it is essential parents/carers tell us. We will always be happy to discuss the possibility of alternative arrangements with parents/carers in genuine financial difficulties.

For outstanding fees which we have not been advised parents/carers are experiencing difficulty we will:-

Issue a email requesting payment of the outstanding fees by a set date will be sent to parents/carers by our Administrator.

If after this letter, fees remain unpaid a meeting will held as soon as possible by the Pre-School's Administrator, Manager and the parents/carers to discuss their child no longer attending.

This meeting is noted and a confirmation letter will be sent to the parents stating the procedure both parties agreed on, including timescales etc. Parents/Carers will be asked to sign and return a copy of the meeting notes confirming they are in agreement with what has been recorded and the course of action therein.

If the fees still remain unsettled as a last resort the child's place at Phase Five Pre-School will be forfeited.

If a child's place is withdrawn from Phase Five Pre-School with outstanding fees not being paid, these debts will not be written off – we will send a final letter advising the parents/carers we are proceeding to recovery through the small claims court. This is a last resort and we with aim to work with the parents/carers to avoid this situation.

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 0845 300 3900 or visit HM Revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits.

Childcare Vouchers

Phase Five Pre-School accepts childcare vouchers and for further details, together with the schemes we are registered with and our reference numbers please see our Administrator.

Sessions

Breakfast club from 9-9.30

Morning session from 9.30-12.30

Afternoon sessions run from 12:30-3:30.

All day sessions run from 9.30-3:30.

All sessions may be booked on an ad hock basis subject to availability. These must be booked and paid for at least 24 hours in advance and will be charged at an additional rate.

DfES Nursery Educational Grant (NEG)

Phase Five Pre-School is registered to receive DfES Nursery Education Funding (NEG) for some two year olds, if you require further details regarding this please talk with either the Manager, or the Pre-School's Administrator.

Phase Five Pre-School is registered to receive DfES Nursery Education Funding (NEG) for all three and four children. Children receive funding from the period following their third birthday.

Children who are 3 between:	Will become eligible for 15 hours funding from:
1 st April and 31 st August	September
1 st September and 31 st December	January
1 st January and 31 st March	April

Parents are entitled to use this funding at Phase Five Pre-School and another provider.

To claim the NEG the following documentation is needed; a copy of the birth certificate or passport. Original's of these documents should be brought into Pre-School with the completed registration forms. Copies will be taken and held within our records in accordance with our record keeping policy.

Children in receipt of the NEG are entitled to a maximum of 30 hours of funded sessions per week for 38 weeks per year. Phase Five Pre-School will not open for more than 38 weeks in a school year and so children using their grant funding at our Pre-School will have the cost of all their normal sessions met by the funding.

Our term dates are published annually and are displayed on the information notice board within the foyer.

Our funded sessions sessions are 9.30-12.30, 12.30-3.30 or 9.30-3.30, we also offer a chargable breakfast club session from 9-9.30 everyday

Fees will be payable if a child is funded by the NEG and attends more than their eligible hours per week at our hourly charge, as outlined above.

For a child who is funded by the NEG and attends more than 15 hours per week at our Pre-School or another provider, our Administrator will discuss with parents their funding entitlements with both providers and if any fees are payable at our pre-school.

If a child attends our Pre-School and another provider our Administrator will liaise with the other provider to ensure the correct information has been provided by the parents prior to claiming the NEG.

Parents are required to sign a declaration form – completed by the Pre-School's Administrator every term to enable Phase Five Pre-School to claim the NEG on behalf of their child.

Notice Period

We ask for 4 weeks notice is given before withdrawing your child from either a session or our pre-school.

If notice is not given we reserve the right to charge fees for a maximum of 4 weeks.

During the 4 week notice period fees will continue to be payable irrespective of whether the child attends the session or our pre-school.

This also applies to children in receipt of Nursery Education Grant.
(see terms and condition signed upon starting at Phase Five Pre School).

This policy was adopted at a	<i>Phase Five Pre-School</i>
Management Committee meeting of	
Held on	<hr/>
Date to be reviewed (Committee)	<hr/>
Signed on behalf of the Committee	<hr/>
Name of signatory	<hr/>
Role of signatory (e.g. chair, treasurer, secretary)	<hr/>
This policy was reviewed at a Staff Meeting held on	
Comments and Amendments needed	<hr/>
	<hr/>
	<hr/>
	<hr/>
Date to be reviewed	<hr/>
Staff Signatures	<hr/>
	<hr/>