Fees Policy – Pre-School Updated March 2021

**Aim**

Cheeky Chimps 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.

**Fees and funding**

We accept funded Early Years places for 2 year olds, Early Years Entitlement for 3 – 4 years olds and 30 funded hours for working parents / carers who are eligible. More information about funding and eligibility can be found at www.somerset.gov.uk

All of the above entitlements can be accessed during our opening times which are 7.45am – 5.30pm Monday to Friday term time only (38 weeks of the year). Hours can be allocated and charged/ claimed as follows:

Breakfast Club: 7.45 – 8.45 am (1 hour)

Pre-school morning session: 8.45 – 11.45 (3 hours)

Lunch: 11.45 – 12.45 (1 hour)

Pre-school afternoon session: 12.45 – 2.45 (2 hours)

After School: 2.45 – 5.30pm (hourly increments)

EYE Early years Entitlement consists of 570 hours for 2 year funding (maximum of 15 Hours a week) and 3-4 years Universal funding (maximum of 15 hours per week) can be claimed a year with an additional 570 hours for extended hours (totalling a maximum of 30 hours a week for those that are eligible.) These hours will be spread over 38 weeks for the year. A maximum of 10 funded hours can be used each day.

Funding periods run from 1st September – 31st December (Autumn), 1st January – 31st March (Spring) and 1st April – 31st August (Summer) 3-4 year old funding starts the term after they turn 3, e.g. if your child’s birthday is 12th November, their funding will start in January.

2 Years olds not accessing funding and any additional hours required after Early Years Entitlement or the 30 funded hours will be charged at **£4.50 per hour**

**Payment Methods**

All payments need to be made electronically. This can be via BACS or through childcare voucher We are registered with Tax Free Childcare (Our preferred option), SODEXO, Edenred, Computershare Vouchers, Fidelity and Care 4 for parents whom are able to use these schemes.

**Additional Charges**

We may ask for a contribution towards trip and outside visitors coming into the setting from time to time. You will be informed of this via a letter or email.

**When fees are payable, or EYE can be claimed**

If your child is absent due to being on holiday, sickness (short term and long term)

Short emergency closures i.e. due to bad weather

Long term closures i.e.pandemic where a 10% of your bill will be charged as a retainer of your child’s space. We will EYE claimed in full for the hours that your child is booked in for. Parents will be informed of the closure via email.

**Induction**

To ensure that your child has the best possible start at Cheeky Chimps you will only be charged for the hours that that attend in the first 4 weeks. After that you will be charged for the full amount you have booked your child in for. The first bill will be issued at the end of the month.

If your child will be using funded hours; we will claim for the first 4 weeks as per your booking in sessions, adjustment will then be made after this period if required.

**Invoices**

Invoices are itemised and e-mailed at the beginning of the month via Xero and we ask you to pay within two weeks of receiving the bill.

Any additional ‘ad hoc’ hours that have been booked in will be added to the following months bill.

Invoices are issued for every child even if all the hours they attend are fully funded. Funded hours used will be shown as an amount and at a rate of £0.

If your child misses a day/days due to illness or a trip that session must be paid for as Cheeky Chimps is keeping his/her place open. Should your trip exceed 4 weeks and you are using funded hours you will need to pay the ‘gap’ to ensure you keep your child’s place.

In case of continuing illness please consult the manager as soon as possible, she will consult the committee on your behalf and the payment will be at the discretion of the committee.

For your child to keep her/his place at the setting fees must be paid. Fees may only be outstanding for two weeks. If payment is not forthcoming a reminder by email will be sent and fees expected within the week. Failing this a late payment fee of £25 will be added to your bill. Any bills not paid within two months will be taken to the committee where a decision will be made as to the next course of action.

Parents/carers are encouraged to speak to the manager if they have any query about the fees, policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are asked to arrange a meeting at the earliest possible opportunity, to speak to the manager so a solution can be found. In extreme circumstances non payment could lead to you being asked to withdraw your child from Cheeky Chimps until the bill has been settled, hwoever your child would still be able to access their EYE hours.

**Notice Period**

We require 4 weeks written notice to cancel or reduce a child’s hours / place at Cheeky Chimps. This should be in written form and given/ emailed to the Manager. If you choose to take your child out of our setting before or during your notice period you will still be required to pay / we will claim grant hours for 4 weeks from the notice being given.

The Manager will email to confirm the change and provide dates at to when the notice period will end. The 4 weeks notice **excludes** holidays.

**Late collection of children**

If a parent/carer is late collecting their child a fee of £5 is charged the fee is then £5 per 15 minutes there after

Also see late collection of child policy

**Documentation**

In order for us to be able to claim any entitlements for your child we will arrange and need you to provide / complete the following;

* Child’s legal documentation – birth certificate, passport
* Parent / Carers who will apply for 30 hours entitlement NI number. Failing to supply this will result in you not being able to use extended hours at Cheeky Chimps.
* EYE parent declaration form – completed when appropriate and signed by parent / carers.
* Eligibility code from registration of 30 Hours Funded application which gives us consent to share NI with EYE Team.
* For a 2 Year funded space we will need to take a copy of the confirmation letter you will receive regarding the start date of the funding before your child takes up a space.

Should you fail to provide us with the correct documentation for us to claim the 30 funded hours before the funding period starts you will liable to pay for the session until your claim has been confirmed.

**Grace Periods**

The government has introduced a ’grace period’ to enable parents to retain their childcare place for a short periods should they become ineligible for the extended entitlement (30 hours funded childcare offer.)

This will allow continuity for the child and also give the parent sometime to regain employment. Early Years and childcare providers can also be assured that if they offer the extended entitlement they will not run the risk of having an empty place immediately should the parents circumstances change.

A child will enter ‘the grace period’ when the child’s parents cease to meet the eligibility criteria to receive the extended entitlement. Somerset County Council will notify providers when a parent falls out of eligibility and inform them of the grace period end date.

The table below shows the grace period end dates.

|  |  |
| --- | --- |
| **Date parent receives ineligible decision on reconfirmation:** | **Grace Period end date:** |
| 1 January – 10 February | 31 March |
| 11 February – 31 March | 31 August |
| 1 April – 26 May | 31 August |
| 27 May – 31 August | 31 December |
| 1 September – 21 October | 31 December |
| 22 October – 31 December | 31 March |

If you fall out of the grace period and do not reduce the hours over the EYE entitlement you will be charged for the additional hours at our normal hourly rate.

This policy was adopted at a committee meeting of Cheeky Chimps pre-school on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be reviewed annually.

Signed by Chair of Cheeky Chimps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Signatory