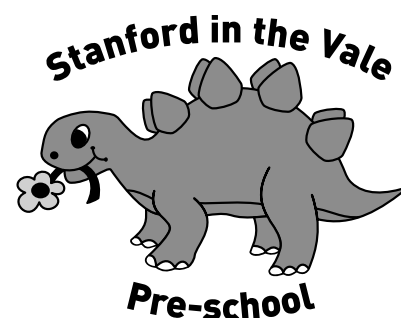


Recreation Ground  
Huntersfield  
Stanford in the Vale  
Faringdon  
Oxfordshire, SN7 8LR



## **4.1.2 - FEES AND PAYMENT POLICY**

Revised February 2018

Stanford Pre-school is a non-profit making organization and all monies received either through fees or fundraising go towards the excellent care and welfare of the children. We pride ourselves on the high standard of our staff and need a fair fee paying system to ensure that we can remunerate them. The following guidelines are in force to do just that:

### **Government Grant for Early Year Education**

Stanford in the Vale Pre-school accepts the Free Early Education Funding and the extended 30 hours funding. Under these schemes, funding is available for children from the term **after** their third birthday. The funding is for 15 hours per week or up to 30 hours per week (if eligible) for 38 weeks per year.

### **30 Hours Funding**

It is the parents' responsibility to apply for the 30 hours funding if they believe they meet the eligibility criteria issued by the Government. If they are eligible they will be issued with a unique number that will need to be given to Stanford In the Vale Pre-school, along with the parents national insurance number so that this can be processed and confirmation of eligibility is received before the full sessions started.

Stanford in the Vale Pre-school will advise parents of the 30 hours funding application deadline dates issued by the Government. Failure to apply by the deadline date will mean that they will not receive the 30 hours funding for the forthcoming term, and parents will need to make alternative arrangements for funding the sessions. Parents have to re-confirm eligibility for 30 hours funding on a 3 monthly basis (in case their circumstances change in the year) and they need to advise Stanford in the Vale Pre-school of the re-confirmation details.

Oxfordshire County Council strongly recommends accessing your entitlement at one provision only. However, they do recognise there may be instances where this is not possible. Where this is the case you may choose to access your entitlement across a maximum of two providers registered to deliver the entitlement should they agree with your reason for this situation.

The Pre-school Funding Officer issues Parental Declaration forms for funding to parents each term (Jan, April and September) and will give a deadline date for the forms to be returned. Failure to return these to the Funding Officer by the deadline date may result in a loss of funding and parents will then be liable to pay the term's fees.

### **2 Year Old Funding**

Registered as company limited by guarantee in England & Wales  
Registered office: Recreation Ground, Huntersfield, Stanford in the Vale, Oxfordshire, SN7 8LR  
Registered No: 7307359  
Registered Charity No: 1137543  
Ofsted No: EY419941

Stanford in the Vale Pre-school does accept 2 year old funding, however, in line with our Admissions Policy, we only accept children as a rising 3 year old (meaning that the child can only start the term they turn 3). All parents who are eligible for the 2 year old funding will receive a unique number either on a postcard or letter from Oxfordshire County Council that must be passed on for Stanford in the Vale Pre-school to be able to claim for the additional funding.

### **Early Years Pupil Premium (EYPP)**

Stanford in the Vale Pre-school are also able to claim for additional funding for any children whose parents meet the eligibility criteria for the Early Years Pupil Premium (EYPP) scheme. We complete the application form annually, with parental permission, along with their date of birth and national insurance number. Further details of this scheme are available on request.

### **Childcare Vouchers**

Stanford in the Vale Pre-school is happy to accept employer Childcare Vouchers as payment for sessions. We have arrangements in place with several providers. Parents wishing to pay by voucher should contact the Treasurer for any information or help.

### **Payment Plans and Financial Aid**

Should a parent/carer be unable to pay the fees by the second week of each term, they must contact the Treasurer or the Chairperson so that alternative arrangements can be made. This could be, for example, payments spread over 2 or 3 instalments or a payment made each week. Please note that all enquiries regarding financial assistance will be treated in the strictest confidence.

Help may be available from various sources if a parent/carer is struggling with the costs. Committee will assist with claiming if required. Please ask for further information.

### **Fees**

Fees are charged (see table below) both for children attending Pre-school before they are eligible for the Early Education Funding and for any additional sessions taken over the 15 hours per week allowance (if parents are not eligible for the 30 hours funding). We have an Enrolment Fee (non-refundable) which is payable before children start Pre-school. We have a yearly fee to help towards the costs of day to day items used in Pre-school (i.e. bin bags, dishwasher tablets, b snack items etc). The first years fee for these items is included in the £40 Enrolment fee, however if your child is with us for a 2<sup>nd</sup> year then an invoice will be issued for the yearly fee at the beginning of their 2<sup>nd</sup> year. We also have a fee that is used in circumstances where parents persistently collect their children late.

### **Invoicing and Collection of Fees**

Fees are calculated per session and invoices are handed out at the beginning of each half term (six times an academic year).

If Pre-school is shut for inset days, Bank Holidays or any other reason, fees will not be charged for those sessions.

Fees must be paid at Stanford Pre-school by posting the money/cheque, in a marked envelope, into the red money box within one week of the date of invoice. A receipt of payment can be issued should the request be made to the Treasurer. Cheques should be made payable to "Stanford in the Vale Pre-school". Payments can also be made via BACS transfer, bank details are available on request to the Funding Officer.

### **Late payments and Non-payments**

Failure to pay fees promptly will result in a written reminder (by email or letter).

If no payment is received within a week of a reminder, then a final written reminder will be sent. If, thereafter, no payment is immediately forthcoming Stanford Pre-school will take further action by withdrawing the child's place from the Pre-school until full payment is received. The place may be offered to another child on the Wait List. If payment is still not received after the place has been withdrawn, then legal action may be taken.

If final reminder letters have to be sent in more than one term, all future payments will be payable 2 weeks before the start of the term. This will ensure the child's place.

#### Note:

Parents/carers are reminded that any additional one-off ad-hoc sessions must be paid for in advance.

### **Withdrawal of a child from Pre-school or Changes to Sessions.**

(i) Notice of a child leaving Stanford Pre-school is one term. This can be done through the Enrolment Secretary or Pre-school Manager. Failure to provide notice will result in a bill being issued for one term's fees.

(ii) Should a parent/carer decide not to place a child at Stanford Pre-school once a place has been accepted and written confirmation has been received, parents will be issued with an invoice for one term. This may be waived at the discretion of the Chairperson.

(iii) Once a letter giving the child's official start date has been issued, should this date not be suitable, the parent/carer must notify the Enrolment Secretary within one week of receiving the letter. Failure to do so may mean that the parent/carer is liable for session fees from the original start date given.

(iv) If a parent/carer wishes to make any changes to their child's sessions they must do so asap and definitely prior to the start of terms 1, 3 & 5 as this will affect the level of funding received from Oxfordshire County Council. Once session changes have been confirmed in writing and the term has started the parent/carer has committed to those sessions and agrees to be liable for any non-funded session fees for the entire duration of that term.

### **Payment Disputes**

Any disputes over fees charged should, in the first instance, be discussed with the Funding Officer. Should this issue not be resolved to your satisfaction, we would encourage a discussion or letter to the Chairperson who will assist in resolving the matter.

## **Fee Review and Alterations to our Fees**

Our fees policy is reviewed annually at a committee meeting. Currently our fees are guided by the Government Grant for Early Years, however the Committee reserves the right to increase the fees in response to the requirements of the Pre-school.

Should any alteration to fees be made, the new rate will be introduced at the beginning of a term and the Committee shall give parents a minimum 1 terms' notice.

### **Current fees are as follows:**

Enrolment Fee (includes membership to Stanford Pre-school and Pre-school Learning Alliance). This fee must be paid before your induction session and is non-refundable.	£40.00
Non-funded sessions	£12.50 per 3 hour session
Pre-arranged additional ad hoc sessions	£15 per session paid in advance
Fee towards day to day running costs of items used at Pre-school	£10 per year
Late collection of children fees	£10 for the first 10 minutes £5 for every 15 minutes after this

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory \_\_\_\_\_

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