



Zion Community Pre-school

Finance

Fees policy

Policy statement

Zion Pre-school is a 'not for profit' registered charity (charity no: 1112170). We provide high quality affordable childcare and education. As well as providing flexible Free Early Education Entitlement (FEEE) places of 15 hours per week during term time and up to 30 hours FEEE for eligible working families, we give parents/guardians the opportunity to pay for non-funded sessions. We aim to be clear and transparent in all our calculations of fees.

Session times

Monday: 9.00 – 12.00

Tuesday: 9.00 – 12.00 & 12.00 – 3.00

Wednesday: 9.00 – 12.00 & 12.00 – 3.00

Thursday: 9.00 – 12.00 & 12.00 – 3.00

Friday: 9.00 – 12.00

**We are term-time only and closed for all bank holidays. We may also close for inset days (up to five per academic year) and we may have to close for polling days.*

Fees: with effect from September 2022

2-year-olds - £6 per hour

3- & 4-year-olds - £5.50 per hour

There is a charge for bank holidays that fall during term time but inset days are not charged for.

**current fees are subject to review.*

Non-funded places

At Zion Pre-school, children can attend from the age of two years in a fee-paying place. Children who receive their FEEE in another setting can also attend in a fee-paying place. Children on the pre-school roll must attend for a minimum of one three-hour sessions per week.

Free Early Education Entitlement (FEEE)

The Free Early Education Entitlement (FEEE) is a government grant which enables all 3- and 4-year-olds to receive free nursery education, with approved providers, from the term after their 3rd birthday until they reach compulsory school age. FEEE is also available for some 2-year-olds whose family meet a specified financial criterion; or where there is an identified special educational need or disability; or the child receives Disability living Allowance; or the child is looked after by the Council or there is an adoption order.

Currently, a child is entitled to a maximum of 570 hours of Free Early Education per year which must be taken over a minimum of 38 weeks. At Zion Pre-school, this is equivalent to 15 hours per week for 38 weeks of the year during term time. Eligible working families can also apply for up to 30 hours per week of Free Early Education, a maximum of 1,140 hours per year.

The FEEE can be used flexibly to enable parents/guardians to access employment or training. Parents/guardians can choose to have five free 3-hour sessions per week (mornings or afternoons). If parents/guardians require more than their 15- or 30-hours free entitlement per week, additional sessions can be paid for at the rates shown above. Session times are fixed, and fees will not be reduced if parents/guardians collect their child before the end of a session.

When a child is eligible to receive FEEE, parents/guardians will be required to sign a 'Parent Declaration Form' stating the number of FEEE hours their child receives at Zion Pre-school. This form must be completed and signed for a child to receive their free hours. Parents/guardians will be reminded to return their form however, failure or refusal to sign and return the form by the specified deadline will result in loss of FEEE funding and parents will be liable for the full cost of their child's place at the rates shown above and will include the four weeks' notice period. Non-payment of fees will be subject to the 'Overdue fees' procedure (see below).

When and how to pay

You will be invoiced by email on a termly basis and these should be settled in full by the deadline as stated on the invoice.

Payments can be made by cash, cheque or bank transfer. If paying by cheque, please make it payable to Zion Community Pre-school. There is a charge of £15 in the event a cheque is returned to us by the bank. If paying by bank transfer, please use your child's full name as a reference for each transaction.

We accept tax-free childcare payments. Parents/guardians must provide their tax-free reference number for each child so we can identify their payments.

We do not accept payments made by debit or credit cards.

Cash payments must only be given to the Pre-school Leader or Deputy Leader. Cash payments will be recorded on a 'Fee Payment Form' and parents/guardians are required to sign this form every time they make a payment.

Fees secure the child's place at the pre-school and are to be paid whether the child attends the session or not. Costs are per session. Reductions are not available for shorter periods of time. Refunds will not be given if the child is absent or ill.

If a child misses a session, parents/guardians are not permitted to swap it to a different day.

Notice period

Parents/guardians are required to give a minimum of four weeks' notice in writing to the pre-school if they wish to cancel any sessions or withdraw their child from the pre-school. Fees will be charged up until the last day of the four-week notice period.

Overdue fees

Zion Pre-school is a registered charity which provides high quality early education and care. We rely upon regular income from fees to maintain our high standards and services.

Parents/guardians are asked out of courtesy to maintain contact with the pre-school and to make any necessary arrangements to pay overdue fees.

If fees remain outstanding after the payment deadline, the Pre-school will reserve the right to add a £20.00 charge for late payments. If the fees are still outstanding and no attempts have been made to settle the account, the Pre-school reserves the right to terminate the contract. We will take further action to recover our financial losses.

Fees may be paid weekly, only with prior arrangement, and the re-payment schedule must be adhered to, otherwise we reserve the right to demand immediate payment in full. An additional £20 late payment fee may also be added.

If your fees become more than one week overdue, a letter will be sent home or via email stating the amount due for payment (standard letter 1).

If you fail to respond to this letter after 1 week, we will send a reminder stating the amount due for immediate payment (standard letter 2). A £20 late payment fee will be added to the invoice.

If after two letters have been sent and no arrangements to pay have been made, a letter from the Chair of the committee will be sent outlining that payment must be made in full or we will take further action. Once a case has reached this stage, we will not enter into repayment plans with parents/guardians.

If no contact is made, we reserve the right to withdraw the fee-paying place and reduce the child's hours to the 15 hours FEEE, if applicable. We reserve the right to offer the fee-paying place to another child on our waiting list and offer no guarantee that a fee-paying place will be available again when the overdue fees have been settled.

Non-payment of fees could result in a child's place being permanently withdrawn.

If a parent/guardian uses inappropriate language or becomes aggressive towards a member of staff, we reserve the right to terminate their child's place with immediate effect.

The Pre-school will enforce this policy as payment of fees is vital to maintain our services.

Further guidance:

www.childcarechoices.gov.uk

Policy details

The policy was adopted at a committee meeting held on: 13th January 2022

Date to be reviewed: January 2023

Signed on behalf of the management committee:

A handwritten signature in black ink, appearing to read 'Emma Vowels', written over a horizontal line.

Name of signatory: Emma Vowels

Role of signatory: Chair