

BISHOP CORNISH PRE SCHOOL CHARGING POLICY

Please respect our charging policy, as the fees charged for Pre-School care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the Pre-School.

Booked Sessions

Pre-School provides sessional day care (Monday-Friday) with a morning session (8.45-11.45), lunch session (11.45-12.30) and afternoon session (12.30-3.30). Childcare can only be booked by session and will be charged accordingly.

Sessions are requested on registration form which is filled in and then placed on a waiting list. These forms are then dealt with in order of when they are received.

Funded sessions provided

Government free funding enables us to provide your child with 15 hours of free childcare per week or 30 hours if you are eligible. The hours can be claimed in the year from the funding block (term) after your child turns 3. Payment for any sessions (hours) booked that exceed the Government funded hours are the responsibility of a child's parents/carers. Funding is also available for some children before the term after their third year birthday if they are eligible for 2 year old funding, providing they meet the criteria laid down by Cornwall Council. We can signpost parents/carers for assessment of those criteria.

Please note that the pre school only offer 10 spaces at 30 hours and these are offered to the first 10 children meeting the funding criteria.

To claim the funding for your child, you must sign a declaration stating the number of hours for which you are claiming. You can use the funding at more than one child care provider but you must not exceed 15 or 30 hours. You will also be asked to supply your national insurance number and proof of your child's date of birth so that we can check if your child is eligible for pupil premium funding.

Fees

Fees are charged on a sessional basis for any sessions booked that are not funded. Bills are sent out every half term.

Our current fees are

Session price	£12.50
Lunch Price	£5.00
Day cost	£30.00

These are reviewed each year in the spring term meeting by the trustees and, in light of financial planning, increases will be made accordingly. The new fees will start from the following September. There are no discounts for siblings.

Ad-hoc sessions can be booked where there is excess capacity and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff: children ratios can be maintained every day. The ad hoc sessions will be charged at the usual session price and parents must pay this in full on the day

Illness or holiday

There will be no refund for sessions missed due to illness or holiday. Please ring or email the Pre-School if your child is ill. If you will be away on holiday, please send an email or write a letter to confirm the dates beforehand.

Payment of fees

Fees are reviewed in the spring term and any increase is communicated to the parents at the latest via a letter in July for a September start.

Fees are due in advance every half term for that current half term and are non-refundable as they are required to meet the overheads of the Pre School.

Invoices are issued at the start of every half-term and must be paid within 14 days of the bill, the date will be on the invoice. A late fee of £10.00 will be incurred if the bill is not paid after this 14 days. Pre-School cannot refund any sessions missed owing to illness, family holidays or for emergency closures.

Sessions include trips out and additional costs of such trips will be payable in addition to session costs.

Fees can be paid in cash, by cheque, by Bank transfer or via an employer's childcare voucher scheme. Fees paid by cash or cheque must be handed directly to a member of staff who will issue you with a receipt immediately.

It is our intention to be sympathetic to the needs of your child(ren) when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due. Unpaid fees have a detrimental effect on the pre-school and it is not a situation which we will leave unresolved.

Therefore, if you are, for any reason, unable to pay the fees due, please speak to Mrs.Oakes advising her of your particular circumstances. We will do our very best to come to an agreement regarding payment. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that all outstanding fees must be paid. A reminder will be issued on the day the fees become overdue along with a £10 additional charge, followed by a final demand (if fees have still not been paid within 7 days of this date), whereby your child will not be able to attend the sessions over the free funded sessions until the outstanding amount is paid. No further debt will be allowed to build up.

Help with paying for your childcare:

- **Childcare tax credits** - If your child is not yet eligible for the free childcare entitlement and you are currently paying childcare fees, please note that you could be entitled to up to 80% of the cost back through Childcare Tax Credits based on your income. You will need to work at least 16 hours or more per week (for couples: if both parents work, one must work at least 16 hours with 24 hours between them, or one parent has to work 24 hours). For more information contact the Tax Credits Helpline on 0845 300 3900 (Open 8am-8pm 7 days a week) or visit www.hmrc.gov.uk/taxcredits.
- **Childcare Vouchers** If you are working, you could also get part of your childcare paid in childcare vouchers. Vouchers up to a limit of £55 per week are free from tax and national insurance, and could save a parent up to £1196 a year. Each employed parent can use vouchers, so a two parent family could save up to £2392 per year. It can also save employers money too. Ask your employer if they are registered with a childcare voucher scheme and if not encourage them to contact the Families

Information Service on 01604 237935 to request a free employers guide to childcare vouchers.

Notice periods

Increasing your child's sessions - please speak to Mrs.Oakes and we will do our best to accommodate you but this may not always be possible.

Reducing your child's sessions - We require four weeks' notice, in writing (an email is acceptable), of your intention to reduce the number of sessions your child attends at Pre-School. You will be charged for your child's booked sessions during the 4 week notice period.

Withdrawal from Pre-School - We require four weeks' notice, in writing (an email is acceptable), of your intention to withdraw your child from Pre-School. You will be charged for your child's booked sessions during the 4 week notice period.

Policy written in March 2017

Updated September 2017