****

 **7.9 Shoreham Pre-School Fee Policy**

Shoreham Pre-school operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met.

Sessions run from 9-12pm and 12.30pm – 3pm Monday-Friday term time only.

(there is no session on Wednesday afternoons as we have our team meeting)

Morning sessions are £15.00

Afternoon sessions are £13.50

**Sickness**

If a child is absent due to sickness or other reasons the fee will remain in place as the preschool will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Treasurer as fees for such absences are at the discretion of the preschool.

**Holidays**

Shoreham pre-school is open term time only in line with West Sussex county Council term dates. If a parent chooses to take their child on holiday during term time, fees will still be payable to cover the cost of staffing etc. for their place.

**Emergency Closures**

If we are forced to close pre-school for reasons beyond our control such as, failed heating, extreme weather, flooding etc. there will be no refund of fees as costs to pre-school remain the same. E.g. rent, insurance and staff wages.

**Payment of fees**

At the beginning of each half term, parents will receive an invoice if applicable.

Fees can be paid either weekly, monthly or each half term. They can be paid by cash, cheque, BACS or with childcare vouchers.

Bills will be given to the parent during the first week of term where payment dates and amounts will be stated. Fees should be placed in an envelope clearly marked with the child’s name and amount enclosed and then the envelope should be given to a member of staff. Cheques should be made payable to Shoreham Pre-school and will be paid into the bank monthly.

A receipt for fees paid will be given to the parent and a copy kept at Pre-school.

**Late payment of fees**

Fees should be paid within 14 days of the payment date given on the invoice. If payment is not made within this timescale a reminder will be sent to the parent/carer and payment should be received within 14 days or the parents need to speak to the Treasurer. If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 14 days upon receipt of the letter or proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Free Entitlement Funding will be able to remain at pre-school for their funded hours.

Should a problem arise concerning payment of fees parents should speak to the preschool Manager or Treasurer as soon as possible to enable the pre-school to come to an agreement regarding payment. Confidentially will be assured.

**Early Years Free Entitlement**

Shoreham Pre-school are in receipt of FE for three and four year olds. This is available the term following your child’s third birthday. FE will fund 15 hours a week for 38 weeks a year.

Some children are eligible for 30 hours a week. To access this funding you need to complete a FE registration form and provide a copy of your child’s birth certificate or passport.

Some two year olds are entitled to 15 hours a week free funded sessions over 38 weeks a year.

Guidance and application forms are available through West Sussex County Council at

[www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare)

Parents need to check their eligibility and apply online. Please let us know if you think your child may be eligible or speak to Emma if you have any questions.

All fees charged relate to hours or weeks not funded by FE.

We do accept ChildCare vouchers and are registered with several providers. Please speak to us if you would like to pay using vouchers.

**Working Tax Credit**

If you receive Working Tax Credit you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM revenue & customs (HMRC) website ([www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits))

**Termination of the contract**

Shoreham pre-school reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure. At all other times one months’ notice in writing will be given.

If you wish to terminate your contract with Shoreham Pre-school 4 weeks’ notice in writing is required.

