Registered Charity 1030979

**RUB-A-DUB PRE-SCHOOL FEES AGREEMENT POLICY AND PROCEDURES**

Rub-A-Dub Pre-school is a non-profit making charity with many overheads, for example, staff wages, rent and insurance. Our revenue is mainly generated by funding grants and fees. The pre-school operates on a very tight budget and re-invests any profit back into the pre-school. We rely on the prompt attention to the return of funding forms and the payment of fees to cover our overheads.

Each child’s attendance at pre-school is conditional upon continued receipt of any necessary fees or funding.

Parents/guardians are required to read and accept the pre-school fees policy & procedures and return a signed copy of the policy to the pre-school management.

**1.0 Term and Session Times**

The pre-school largely follows the school terms and holidays as set by Wiltshire Council. From time to time the pre-school may also adopt the same ‘Teacher Training’ days as Derry Hill Primary School for staff training. These will be included in the pre-school calendar that will be made available at the start of each academic year.

During term time the pre-school is open as follows:

Mondays – 9am to 3pm

Tuesdays – 9am to 3pm

Wednesdays – 9am to 3pm – open to all children

Wednesday - 12pm to 3pm Forest Outings. Children must be toilet trained i.e. dry.

Thursdays – 9am to 3pm

Fridays – 9am to 12pm - open to all children

Fridays – 12pm to 3pm for children who will be starting primary school the following September.

The daily session times are as follows:

Mondays, Tuesdays, and Thursdays:

9am to 12pm

12pm to 3pm

Wednesdays:

9am to 12pm

12pm to 3pm

12pm to 3pm – Forest Outings

Fridays:

Friday: 9am to 12pm

Friday 12pm to 3pm – Rising Stars only (for those who will be attending Primary school the following September)

Lunch is not included in the fee, but healthy morning and afternoon snack are.

1. **Session Fees**

## 2.1 Three and four year old funding – Universal funding

All three and four year olds are entitled to a maximum of 15 hours of free early year’s education, per week for 38 weeks per year. A child is eligible for the funding the FULL term after their third birthday (January, April, and September).

## 2.2 Two year old funding

Currently, there is no universal funding for all 2 year olds. However, Wiltshire Council does provide some funding for 2 year olds who meet certain criteria. For more information on who is eligible and how to apply please go to the Wiltshire Council website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) and look under Schools and Learning, Early years and child care. Rub-A-Dub pre-school is on the Wiltshire Council register to receive funding for 2 year old children.

A funded 2 year old is entitled to a maximum of 15 hours of free early year’s education, per week for 38 weeks per year. A child is eligible for the funding the FULL term after their third birthday (January, April, and September).

**2.3 Additional 15 hours of childcare (30 hours of childcare)**

Some parents may be eligible for an additional 15 hours of funded childcare. The parent who has applied for the additional hours will be required to sign the ‘Consent to validate 30 hour eligibility code’ form issued by Wiltshire Council and understand that the form will be kept by the pre-school alongside the Parent Declaration Forms.

If a parent is eligible it is their responsibility to ensure that they reconfirm their details as required by HMRC in order for the pre-school to be able to claim for the additional hours via Wiltshire Council.

If a parent is no longer eligible for the additional childcare or fail to reconfirm their details as required by HMRC they will become liable to pay for the childcare at the pre-schools standard rate.

The pre-school requires parents to adhere to the same notice period as for the universal funding as detailed in section 4.2.

**2.4 Funding requirement**s

2, 3 and 4 year old funding may be split across two settings and when this occurs parents/carers are expected to inform the pre-school management.

The funding criteria, dates and calculations are set by Wiltshire Council. Generally speaking, the council split the funding across 3 funding periods: April to August, September to December and January to March (in line with the standard financial year).

Should there be a shortfall in the number of funded hours during the course of the pre-school’s academic year (September to July) the pre-school management will inform parents/carers and offer a choice of either paying fees for those hours not being met by the funding, or a reduction in hours in the term effected. The pre-school management will endeavour to identify any such shortfall in funding and provide parents with 6 weeks’ notice where it is possible to do so.

In order for the pre-school to receive the funding parents are required to co-operate in filling in whatever claim forms Wiltshire Council require within the time frames as set out by the Council and notified to the parents by the pre-school. Non-co-operation in completing such forms may result in the pre-school charging parents the standard hourly fee rate for the sessions the child is attending.

## 2.4 Fee Rates

Fees are set by the pre-school at an hourly rate depending on the child’s age. The current rates are available on the pre-school website (www.rubadubpreschool.com) and are also available upon request from the pre-school management.

There are 2 bands of fees: children aged between 2 and 3 years and over 3s. The difference in rates reflects the need for extra staff to child ratio for children under 3 years old.

The relevant rate applied will depend on the age of the child at the start of each half term. Should a child become 3 during a half term, their rate will not change until the start of the following half term.

Fees are reviewed throughout the year and the Committee reserve the right to increase the fees during the year. Parents will receive written notification of any change at least 6 weeks before any such increase.

## 2.4 Sibling Discount

If there are siblings at the pre-school a 10% discount will apply to the second (and subsequent) sibling’s standard fees. The discount will only apply whilst there are 2 or more siblings on the pre-school register.

# 3.0 Methods of payment

The pre-school will issue an invoice during the first three weeks at the start of each term. The invoice will provide details of:

* Session days and number of hours each day
* Number of hours to be paid by the parent/carer
* Number of hours being funded by any grant
* Total payment due
* Date the fees are due to be paid by

When making any payment, the remittance slip at the bottom of the invoice must be completed and returned to the pre-school (in the Fees Box in the foyer).

The pre-school accepts the following methods of payment:

* Electronic transfers
* Cheque – made payable to Rub-A-Dub Pre-school
* Childcare vouchers
* Governments Tax free scheme

Parents/carers need to be aware that payments by cheque may take up to four weeks to process.

If the childcare voucher scheme does not allow for timely payment of the fees this must be communicated in writing to the Committee Treasurer with an approximation of when the fees will be paid.

In exceptional circumstances cash may be accepted. If parents/carers wish to pay by cash they must:

* Place cash in an unsealed envelope along with the remittance slip
* Ask a member of staff to check the cash amount and to confirm on the remittance clip the amount received
* Place the sealed envelope in the Fee Payments Box

# Notice Periods

Notice periods are very important for the running of the pre-school, for financial stability, ensuring fairness of allocation of places and for planning the correct level of staff to child ratios.

In order to provide financial stability and stability for our staff, parents are required to give at least a half terms\* notice of any changes to the agreed sessions, including leaving the pre-school. Any request **must** be made in writing to the pre-school management within the first week of the half term prior to the leaving date of the pre-school.

* 1. **Leaving the pre-school**

If parents/carers decide to remove their child/children from the pre-school we require a half terms notice in writing. If the required notice is not provided parents will be liable for all fees that would normally have to be paid during the notice period.

**4.2 Notice period for privately funded sessions being changed**

Parents are required to give at least a half terms\* notice of any changes to the agreed sessions, including leaving the pre-school. Any request **must** be made in writing to the pre-school management within the first week of the half term.

The management will confirm in writing the change. Until such confirmation is received, parents must not assume the change has been agreed.

Parents will be liable for all fees for that period in the case where sessions are reduced or cancelled.

If less than a half term’s notice is provided, agreement to any change is at the discretion of the pre-school management.

**4.3 Notice period for free entitlement funding for 2, 3 and 4 year olds including the additional 15 hours of childcare**

If the sessions are being paid for by using the free entitlement funding (universal and additional 15 hours) provided via Wiltshire Council the notice period for any changes is one half term, as described in 4.1. Any change of notice must be given in writing within the first week of the half term.

**Any change to the funded hours can only take effect as from the start of the next funded period as defined by Wiltshire Council.** This is due to the regulations set by Wiltshire Council regarding how the funding may be claimed.

The three funded periods are as follows:

* Autumn –1st  September to 31st December (Terms 1 & 2)
* Spring – 1st January to 31st March (Terms 3 & 4)
* Summer – 1Sst April to the start of the summer holiday (Terms 5 & 6)

We recommend that you speak with a member of staff if you are looking at changing sessions that are being funded by this entitlement.

The management will confirm in writing the change. Until such confirmation is received, parents must not assume the change has been agreed.

\* The academic year is split into 6 half terms (3 full terms). Term 1 runs from September to October, Term 2 from November to December, Term 3 January to February, Term 4 February to Easter, Term 5 Easter to May, Term 6 from June to July.

The table below details when you need to provide notice by:

|  |  |
| --- | --- |
| **Change with effect from the start of:** | **Send request by:** |
| Term 1 – September | First week of Term 6 - June |
| Term 2 – October/November | First week of Term 1 – September |
| Term 3 – January | First week of Term 2 – October/November |
| Term 4 - February | First week of Term 3 - January |
| Term 5 - March/April | First week of Term 4 - February |
| Term 6 - June | First week of Term 5 – March/April |

Please note that the start dates of each term may vary depending on how the holidays fall. The months in the table above are indicative of when the term starts.

**5.0 Ad hoc sessions**

It may be possible to add extra sessions on an ad hoc basis, though this cannot be guaranteed due to staffing requirements or because sessions are at the maximum number of children.

The pre-school must be contacted at the earliest opportunity if this is desired for any particular session. These sessions will be charged at the appropriate full rate (with no grant funding applicable) and payment of these fees will be required on the day the ad hoc session occurs.

# 6.0 Late collection of children

It is important to the running of the pre-school that children are collected promptly. Late collection has an impact on staff to children ratios, and at the end of the day we are required to vacate the premises no later than 3.30pm.

Due to the financial impact late collections have on the pre-school, unless previously agreed we reserve the right to charge a late collection fee of £5 per child for children collected more than 15 minutes after the end of the child’s official session if this happens more than three times in a half term.

# 7.0 Closures

When the pre-school is forced to close due to circumstances beyond the management control (for example, adverse weather conditions, or the Hall not meeting the standards required by law, such as temperature), the normal fee rates will apply to cover the pre-school’s normal operating costs.

Where the pre-school has been given prior notice by Lansdowne Hall of closure, for example local elections, we will provide at least 6 weeks’ notice. Fees will not be charged for those sessions effected.

For both types of closure, the pre-school is not required to offer alternative sessions for the funded sessions. Any offer of alternative sessions will be at the discretion of the pre-school management.

# 8.0 Absences

Fees continue to be payable if a child is absent for sickness or holidays as our overheads remain the same. In cases of prolonged absence (over four weeks) parents should contact the pre-school management to discuss fee payment.

# 9.0 Statement of intent

To ensure the viability of the pre-school in respect of monetary issues all fees must be paid on time or an agreement in place by the end of each term. It is our intention to be sympathetic to the needs of your child/ren when families encounter financial difficulties whilst collecting outstanding amounts when they fall due.

## 9.1 Difficulty with Fee Payment:

If a parent/carer has any problems regarding payment of fees they must immediately contact the pre-school manager or Committee Treasurer before fees mount up.

In the event of a personal crisis and in exceptional circumstances the pre-school may consider the option of instalments or alternative funding. This will only be approved after consultation between parent/carer and the Committee.

Unpaid fees have a detrimental effect on the pre-school and must be resolved.

## 9.2 Non- payments of Fees:

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

In order to achieve this aim the pre-school will:

* Issue invoices to parents/carers within the first two weeks of the start of each term.
* If an adjustment is required the pre-school will endeavour to issue an invoice within two weeks of the adjustment date.

If payments are not made or if payment is not honoured (e.g. bounced cheque, unresolved WC Funded claim, late childcare vouchers) the pre-school will adhere to the following staged procedure:

1. Issue an ‘Overdue Account’ letter asking for payment in full (plus any bank charges if applicable) within 7 working days. If payment is received within these 7 days and subsequently clears, no further action will be taken.
2. If payment is not received a second ‘Warning’ letter will be issued asking for payment in full within a further 7 working days, plus an administration fee of £10. If payment is received within these 7 days and subsequently clears, no further action will be taken.
3. If after the 7 days (as detailed in point 2) full payment has not been received a ‘Final Warning’ letter will be issued plus another administration fee of £10 will be charged. The letter will confirm that at this stage the associated child/ren will be unable to use our services until payment has been made in full. If payment is received within these 7 days and subsequently clears, no further action will be taken.
4. If payment is not received after 7 days (as detailed in point 3) the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 plus all court costs. It the pre-school is required to attend at County Court costs will be applied at a rate of £20 per hour.

Where there are repeat issues with non-payment of fees for a particular child the pre-school reserves the right to prevent access to the per-school services permanently though any unpaid fees will still be pursued as per the policy above.

# 10.0 Adoption of Policy

This version of this policy was adopted at a committee meeting of Rub-A-Dub Pre-school Derry Hill committee held on 17th May 2018. Any updates to this policy will require further approval and the date of the policy will be adjusted appropriately.

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| Signature of Parent/Guardian: | …………………………………………………………………………………………………………….Date………………………………………………… |
| Print name: | …………………………………………………………………………………………………………… |