

Chudleigh Pre-school

Registered Charity No: 1028874

PLA No: 22478

Charging Policy

Chudleigh Pre-school aims to be clear and transparent to parents about their entitlement to funded education for their children and about any situations whereby additional payment is required.

Children may attend Chudleigh Pre-school from the age of two years. Chudleigh Pre-School accepts three types of funding (2 year old, Universal Early Years Entitlement (often called 15 hour funding) and Extended Early Years Entitlement Funding (often called 30 hour funding) – Please see <https://new.devon.gov.uk/educationandfamilies/early-years-and-childcare> for information on funding. For children who are not eligible for funding or attend more than one setting and/or exceed their maximum funded entitlement are asked to pay for those hours above the allowance. Invoices are issued half termly and is payable in advance. This is stated in the hand book and raised when relevant during the initial contact with parents.

Chudleigh Pre-School accepts payment by internet banking (preferred method), cheque, cash or child care vouchers.

Chudleigh Pre-School is also a registered provider with the Tax Free Childcare scheme.

1. Current Rate

The current level of fees is £4.70 per hour and is payable half-termly in advance.

However, in accordance with the inclusion policy, the option of payment in smaller instalments is available should a parent wish it. This information is stated in the Parents hand book and on the invoice terms and conditions.

From September 2018 a registration fee of £10.00 per child will apply for all new children.

2. Term Dates

Term dates are based on those of Chudleigh Primary School and are displayed on the website and on notice boards and the newsletter. Session times are clearly stated in the hand book and application form, and parents are reminded on a regular basis, via the newsletter and email, how they are able to increase their weekly sessions so that they can access more of their funding entitlement should they wish to do so.

3. Headcount

All parents whose children are eligible to claim funding are required to sign the termly Headcount form from Devon County to state how much of their EYE entitlement they wish to claim. Parents are responsible for ensuring they know the hours claimed at each provider. Chudleigh Pre-School has to sign to say we hold a copy of each child's birth certificate on record and have seen the original.

4. Attendance

Chudleigh Pre-School will monitor attendance in order to ensure compliance with Devon County Council's Provider Agreement. This involves recording reasons for absence. Chudleigh Pre-School will work with families to resolve any attendance issues, which may include altering funded hours for future terms, or reducing paid for hours until a debt has been cleared.

Holidays during term time can be funded up to two weeks. For holiday periods of longer than two weeks Chudleigh Pre-School will discuss options available to parents as per the Provider Agreement.

5. Invoice Terms and Conditions

- Payment to be made on receipt of invoice or by date shown.
- Payment is required for the place at pre-school, whether the child attends all hours covered by this invoice or not.

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- Should this invoice remain outstanding by the start of the next new term, no hours above those paid for by the Early Years Entitlement will be offered until the debt has been cleared.
- Monies will not be refunded if the child is withdrawn during the period to which this invoice refers.
- Should you no longer require a session in the future, or request to change sessions (availability permitting), then we require half a terms notice.
- Universal funded hours (15 per week) start the term after a child's 3rd birthday. We require a signature and copy of a birth certificate to claim this funding.
- 2 year old and Universal Funded hours (where applicable) are 570 for the academic year per child (and is offered pro rata for children who are eligible from January or April). This works out to 15 hours a week for 38 weeks, however, our school term occasionally runs for longer than 38 weeks. If this is the case then additional hours over the 570 (or pro rata amount) will be charged for at the end of the academic year.
- 30 hour Funding is for 1140 hours (pro rata) and the above criteria applies.

Chudleigh Pre-school believes that good communication is important, especially with regard to fees and try whenever possible to provide information to parents both in written form and verbally. Parents are encouraged to work with us in resolving any difficulties in funding as the pre-school believes it is in everyone's best interests to do so.

Related policies:

Inclusion Policy

Policy adopted September 2008

Note: This Policy will be reviewed annually but the figures will be updated as needed, without necessarily reviewing the whole document.

Policy reviewed 25 February 2015

Revised January 2018

Reviewed: February 2019

Related Policies

- Registration and Admissions Policy
- Induction Policy

Related Paperwork

- Terms and Conditions (on reverse of all invoices)
- Parents Hand book
- Application form