

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs

Policy and Procedure Sessions and Fees Policy.



Statement of intent: Hart Plain Church Pre-school & Day-care

Is a registered charity and is not permitted to operate at a loss, nor to operate as a profit making organisation. We charge fees for each session / Hour of the Pre-school / Day-care to cover our costs and to benefit the children. Late payment of fees adversely affects our cash flow and increases our administration costs. This policy sets out how we handle unpaid invoices to protect the financial of the Pre-school/ Day-care, for the benefit of all the children in our care.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 inclusive practice	2.1 Respecting each other	3.3 The Learning environment 3.4 The wider context	

Procedures: Sessions/fees

Hart plain Church Pre-school & Day-Care runs a full- day care setting during term time from Monday – Friday with times as follows
08.30 – 12.00 Morning session
12.00 – 12.40 Lunch club
12.45 – 15.45 afternoon Session

We follow Hampshire County Council term dates

Only in exceptional circumstances will the Day-care issue a short notice closure. Such instances include extreme severe weather (e.g. snow) or any critical incident which requires closure for health and safety reasons.

Where it is possible we will try to provide flexibility in using your funded session entitlement on another day that week in the event we are forced to close on the day you would normally have used that entitlement.

Minimum/maximum use of the funding entitlement:

Minimum of 2.5 hours in 1 day

Maximum of 10 hours in 1 day

Maximum of 12.5 hours in 2 days

15 hours to be used over a minimum of 3 days

Can be accessed Monday to Friday

Parents are advised to talk to the Leader/ Manager if they wish to split their entitlement between two or more childcare providers. Please note your entitlement may be taken in full or half hour increments.

Pre-funded/additional fees £2.20 per hour / £6.50 per session

Lunch club £2.00 per 40 minutes

You may use your entitlement towards the lunch club, or you may wish to book the lunch club separately, in which case we charge £2.00.

Booking Procedure, Funding and Payment Terms

Pre-funding Booking Form

Bookings are taken at the start of each term and parents are requested to indicate the hours they require and any lunches. This booking is signed by both the parent and leader and forms an agreement as to the hours you require that term. A copy will be made and returned to you for your records.

Hampshire County Council Funding

We are registered to receive D f ES Nursery Education Grant Funding. Children receive funding from the funding period following their third birthday. Funding periods run from 1st September to 31st December, 1st January to 31st March and 1st April to 31st August.

Parents are free to use their funding at any registered setting.

Children in receipt of the Nursery Education Grant are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. The Pre-school will not open for more than 38 weeks in a school year and so children using their grant funding at the Pre-school will have the cost of all their normal sessions met by the funding. Our term dates are similar to the local schools and are available to parents on request.

Funding Form

Each term parents are required to sign a Hampshire County Council 'Headcount form' to indicate the number of funded hours they wish to use and the days they require per week. New parents who wish to request additional government funding after completion of the funding forms are advised to speak with The Leader/Manager about funding availability.

2 Year Funding Pilot Scheme

This funding is available on request and parents/carers need to meet specific criteria, please see the Leader/ Manager for further information.

Invoicing

All parents will be invoiced fortnightly unless requested otherwise.

Government funded children and 2 year funded children will be invoiced with weekly hours attended up to fifteen hours and then payment asked for any additional hours or lunch booked in advance or at the discretion of the leader.

All pre-funded children will be invoiced with hours they attend and any extra hours booked in advance or at the discretion of the leader.

All fees must be paid by the end of half term or due date as written on invoice.

Payments can be made by cash, cheque, employer voucher or BACS.

Cash – In a sealed envelope marked with child's name and sessions.

Cheque – Made payable to Hart Plain Church Pre-School.

Employer Vouchers – To be arranged with leader.

BACS – Collect bank details from leader.

All fees payable regardless of whether your child is able to attend or not, i.e.; holiday or illness

Late Fees Policy

All bills must be paid by the end of the half term in which the bill is issued, or as per the payment date stated on the bill.

Should you encounter any difficulty in paying a bill issued to you for your childcare that term we ask that you discuss this with the leader/manager as soon as possible. If a parent has not paid their bill by the deadline stated they will be invited to discuss the matter with the leader.

Following discussion an agreement should have been reached regarding payment and this will be put into writing that no further non-funded hours will be available to their child until the arrears have been paid in full (but we will not withhold your 15 hours entitlement). If the issue remains unresolved we will seek legal advice.

All discussions will be treated in confidence and we aim to work with parents/carers to reach a positive and realistic solution.

Attendance Requirements

Absence for Funded Hours

Absence due to illness must be recorded and signed for by parents/carers; the Leader / manager will present a form for this on return from absence.

Funded hours are covered by an 'Authorised Absence' clause whereby if the hours booked are missed due to illness, hospital/medical appointment or other health reasons then this is permitted with no impact to your right to entitlement.

Absence for Non-Funded Hours

Time booked which is not funded, that is extra hours, toddler fee hours and lunch club hours are not subject to the 'Authorised Absence' clause. All such hours booked, agreed to and signed for on the booking form will be billed at the normal rate in any event of illness or medical/health related appointments.

In the event that hours booked cannot be attended due to a medical appointment the parent can request that their child attends another time that week in lieu of the booked time, subject to availability of space.

Exceptional circumstances e.g. long term illness more than two weeks long or regular occurring medical appointments may be reviewed on a case by case basis and parents are welcome in any instance to discuss their case with the committee.

Failure to attend the minimum number of hours

The Early Years Entitlement claimed for each child and paid to the Pre-School is subject to each child attending a minimum number of hours per term, with allowances made for authorised absences (sickness, appointments, and holiday).

If a parent signs the booking and headcount forms and then the child does not attend the minimum required number of weeks in accordance with the funding rules **THE PARENT WILL BE LIABLE TO PAY THE FUNDING FOR THE ENTIRE TERM** back to the Pre-School as the Pre-School will have to refund the **ENTIRE TERM'S FUNDS** it received for that child. Please speak to the Pre-school Leader/manager if your child needs to take time out of Pre-School so we can complete the required paper work.

Holiday Entitlement Clarified

The financial year for the Pre-School funding runs April through to March.

The holiday entitlement being two weeks- worth of the normal attending hours

Per funding year.

At the end of each term we are required under our contract with Hampshire County Council to self-audit the attendance figure for each child claiming funding and confirm that the minimum attendance has been reached for each child and that all absences are accounted for e.g. parent signed to confirm illness.

Changes to sessions attended

If a child is to leave our setting before moving onto school, or to reduce the number of sessions attended, parents must give at least six weeks'notice(Half Term) of the leaving date in writing.

Fees will be payable (or grant claimed by us) until that date.

This policy was adopted at a meeting of

**Hart Plain Church Pre-school & Day-care
committee**

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of Hart Plain Church Pre-School committee

Name of signatory

Role of signatory (e.g. chair/owner)
