



Rainbow Woods Pre-School

Fees and Debt Management Policy

The Pre-School Fees Policy is in accordance with requirements set out in the DfE Early Years Entitlements: Operational Guidance, November 2018; and Somerset Local Provider Agreement for the provision of the Early Years Entitlement for two, three and four year olds, April 2020.

POLICY AIMS

This policy aims to form part of the contract between the parent/carer and Rainbow Woods Pre-School including for wraparound care provision. For the purposes of this document the name Rainbow Woods Pre-School will refer to all services offered at the setting unless there is a specific difference, in which case the individual service will be named.

Rainbow Woods Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

OPENING HOURS AND RATES

Opening times and hours for the setting are 8am – 5.30pm Monday to Friday in term time. We open term-time only and this means we are open 38 weeks in the year. Our sessions are as follows:

Our hourly rate is £5.75 per hour; however, our day is broken into sessions that can be booked as laid out below.

Breakfast Club	8am – 8:45am	£4.31
Morning Session	8:45am – 12:30pm	£21.56
Afternoon Session	12.30pm – 3.15pm	£15.81
All Day	8:45am – 3.15pm	£37.38
After School Club	3.15pm – 4:30pm	£7.19
After School Club	3:15pm – 5pm	£10.06
After School Club	3.15pm – 5:30pm	£12.94

We are unable to accept children before 8.40am and we are not able to unlock the main entrance to the school until this time. This allows the staff time to set-up all the wonderful activities and resources.

IT IS PARENTS'/ CARERS' RESPONSIBILITY

1. to inform the Pre-School staff of how you would like to pay/ use your funding for your child's hours.

2. to provide documentation for funding claims (Child Registration form, birth certificate, Parent Declaration Form, confirmation letter of Two Year Old Funding. Copies of the birth certificate and confirmation letter of Two Year Old Funding will be required before your child starts in the Pre-School.
3. to complete and return completed declaration forms by the stated deadline in order to receive funding for your child's Pre-School hours.
4. to apply directly to HMRC for Extended Early Years Entitlement at www.gov.uk/government/publications/30-hours-free-childcare-eligibility and reconfirm your eligibility every three months.
5. to provide the Pre-School with your eligibility codes and National Insurance numbers so that we can verify your registration for Extended Entitlement (This information will be shared with the Early Years Entitlements Team, and you will be required to give your consent on your Parent Contract for this purpose.)
6. to inform the Pre-School of any increase in the number of hours required and check availability.
7. to inform the Pre-School, in writing, of any decrease to your child's sessional hours, or withdrawal of your child from Rainbow Woods Pre-School (with 4 weeks' notice).

to inform the Pre-School of a change of address and contact details (please also complete the online change of address form on the Entitlements Team website www.somerset.gov.uk/eye, or telephone to obtain a form: 0300 123 2224

EARLY YEARS ENTITLEMENT AND FUNDING

Funding periods:
 September 1st – December 31st
 January 1st – March 31st
 April 1st – August 31st

1. Every child will be eligible for funding, known as Universal Early Years Entitlement, the funding period after his/ her third or fourth birthday. This funding is for a whole year (or until the child starts school).
2. The maximum number of Universal Early Years Entitlement (EYE) funded hours that can be claimed are as follows:
 a day – 10 hours
 a week – 15 hours term time only, or 11.25 hours for 50 weeks of the year
 a year – 570
3. In addition, you may be eligible to claim an additional 15 hours funding per week term time only (or 11.25 hours for 50 weeks of the year), known as the Extended Early Years Entitlement, beginning the funding period after your child's third/ fourth birthday. To register for this, please apply directly to Her Majesty's Revenue and Customs, HMRC, at: www.gov.uk/government/publications/30-hours-free-childcare-eligibility
4. The maximum number of Extended Early Years Entitlement (EYE) funded hours that can be claimed, if you qualify, are as follows:
 - a day – 10 hours

- a week – 30 hours term time only, or 22.50 hours for 50 weeks of the year
 - a year – 1140
5. Once you have been granted the Extended Entitlement, it is your responsibility to re-confirm your eligibility every 3 months with HMRC. The Government has introduced a 'grace period' to enable parents to retain their childcare place for a short period, should your circumstances change, and you become no longer eligible. This allows for short-term continuity of your child's care in the Pre-School while you regain access to this entitlement. Somerset County Council will notify the Pre-School when this occurs and will set an end date to the grace period.
 6. If you do not regain eligibility, your child's place will be reduced to the 15 hours Universal Entitlement, and you will be charged the Rainbow Woods Pre-School hourly rate for any additional hours.
 7. You can claim EYE at up to 2 settings in any one day, and up to three settings in a week, up to your daily/ weekly/ yearly maximums.
 8. Please be aware that if you use your maximum allowance of EYE throughout the school terms, there will be no funding left to cover childcare setting during holiday periods. Extra sessions can be booked during the holidays, subject to availability in our sister Nursery/School-Wedmore First School Academy, these will be charged as extras at the hourly rate. If you plan to use childcare during holiday periods, you may wish to reduce the number of hours per week to spread your EYE over the year. If you would like to use our sister nursery during the holidays, please telephone 01934 712643 and ask to Speak to Daisy Ham or email office@wedmorefirstschool.org.uk
 9. In addition, if your child starts in the Pre-School at age 2, you might qualify for Two Year Old Funding, depending on your family circumstances and income. You are required to provide Pre-School with copies of your child's documentation, and the confirmation letter from Somerset County Council.
 10. If your family circumstances change, and you would no longer qualify, once it has been granted, this funding will not be removed. The Two Year Old Funding is subject to the same maximums as the Universal EYE. Please refer to the application form in your Welcome Pack.
 11. Early Years Pupil Premium (EYPP) is additional funding to support the learning and development of 3 or 4 year old children, if your family satisfies the eligibility criteria (i.e. is in receipt of certain benefits, or your child has been in care or adopted). Please refer to the application form in your Welcome Pack.

COMING SOON

From Apr 2024 - Up to 15 hours for eligible working families in England with a 2-year-old.

From Sept 2024 - Up to 15 hours for eligible working families in England with a child between 9 and 23 months old.

From Sept 2025 - Up to 30 hours for eligible working families in England with a child from 9 months old up to school age.

Tax-free Childcare: other funding may be available. Please visit:
www.childcarechoices.gov.uk

CHARGES AND PAYMENTS

1. Fees are calculated on an hourly rate. The level of fees will be set by the school Governors, based on the Wessex Learning Trust guidelines and approved by the Executive Head Teacher and will be reviewed.

The current fees are set at **£5.75 per hour** for all children.

An **additional £1.50 per child** is charged for Larks Breakfast Club and Nightingales Supper Club. This is to cover the cost of food provided.

2. You will be invoiced monthly in arrears for:
hours over the maximum funded hours
hours for which you cannot claim funding (e.g. if you have claimed your maximum funding at another provider/ used all your funded hours between the Rainbow Woods Pre-School and another provider).
3. You are required to pay fees one month in arrears, and within 2 weeks of receiving a dated invoice. Payments can be made to Weare Academy First School.
by BACS (Account no: 34450260, Sort Code:30-67-47) or
by voucher (for voucher payments, please speak to the Pre-School Manager, or telephone 01934 733413 or email rainbow-woods@weareacademy.co.uk).
4. A non-returnable registration fee of £20 will be payable for any child aged 2 years or above not in receipt of EYE.
5. The provision of meals is not included in the fee/ funded hours. If you wish to order a hot meal for your child, the cost is £2.40 per day. However, we will apply to Cool Milk, for free milk for your child until the age of 5. Please see your Welcome Pack. Somerset County Council provides a piece of fruit for each child, daily. These extras are not charged for.
6. There is no refund for holidays you choose to take, or days missed due to illness, but there will be a credit for emergency closures (e.g. snow days).
7. If your child is absent due to long-term sickness, you will be asked to sign an adjustment form to send to the Early Years Entitlement Team, to reduce the number of hours claimed for. If you pay for your child's place, a reduction in fees will be considered, at the discretion of the Headteacher and Pre-School Manager.
8. If you have not paid your fees by the two-week deadline, you will incur a late payment fee of £5.00, which will be added to your next bill.
You will receive an email reminder from the School office.
If your fees remain unpaid at the end of the third week, we will implement our non-payment procedure. Please see point 11.
9. You must contact the School Operations Officer, immediately if you cannot pay the fees, and a weekly payment plan will be drawn up to manage the arrears.

Non-payment procedure:

If you have not paid, you will receive a telephone call to arrange a meeting with the School Operations Officer, to draw up a payment plan which you will be required to sign. It is essential that you adhere to this plan so that your child's place in the Pre-School is not jeopardised.

If your fee instalment remains unpaid by the end of week 1 of the payment plan (i.e. your fees due are now four weeks late), your child's sessional hours will be reduced to the universal entitlement of 15 hours per week term time only (or 11.25 hours per week for 50 weeks of the year).

Our contract with you will be terminated, and your child's place withdrawn, if after a payment plan has been set up, the weekly fee instalment remains unpaid by week 4 of the payment plan (i.e., your fees due are now seven weeks late). You will be notified in writing, and we may seek legal support to recover what is owed.

10. Our Pre-School adheres to legal requirements regarding staff ratios. We ask you to telephone the Pre-School (01934 733413) in the event of an unexpected delay in collecting your child, we understand that this may happen on occasion. At the end of your child's session, it is important that they are collected on time as we have strict ratios we must adhere to.
11. If you are late collecting your child, a charge of £5.00 will be incurred for up to the first 10 minutes, we will attempt to contact you or a named emergency contact. You will then be charged £5.00 per 5 minutes thereafter.
12. If you are delayed at the end of the day you are requested to contact us in the event of any change or delay in collecting your child. If there is no explanation, and the child is not collected at the expected time, Pre-School staff will attempt to contact the parent or use the alternative emergency numbers supplied.
If the child remains uncollected 30 minutes after the end of their session, the person in charge will seek advice from Somerset Direct (0300 123 2224/ out of hours: 0300 1232327).
13. If you withdraw your child part way through a funding period, the Pre-School will retain funding or payment for four weeks following the last day of attendance.
14. Our contract with the parent/ carer will be terminated immediately, and the child's place withdrawn, if the staff and/ or children at Rainbow Woods Pre-School, are exposed to unacceptable behaviour and/ or language by the parent/ carer.
15. In order to cover running costs and maintain quality provision, Weare Academy First School review the Pre-School hourly rate. The notice period of any planned changes to the pricing of childcare in the Pre-School, is 4 weeks, to come into effect at the start of a new term. You will be notified in writing/Class Dojo.
16. The notice period to effect any changes to the contract is 4 weeks. You will be notified in writing and issued with a new contract to sign.
17. Rainbow Woods Pre-School reserves the right to charge for additional 'enrichment' activities which are not part of the routine day such as sports coaching and school trips. Parents will be informed prior to these events in writing and consent will be sort for their child to participate.

Please refer to your Parent Contract, and sign, date and return one copy to the Pre-School.

Further information

Parents/carers can access further information on early years funding and tax free childcare at:

www.childcarechoices.gov.uk
www.gov.uk/help-with-childcare-costs
<https://www.gov.uk/helpforhouseholds>

Parent / carer signature:

Parent / carer name:

Date:

Date: November 2023

Owner: Lana Whittaker

Signed by Chair of Governors:

Signed by Pre-School Manager:

Date of Review: November 2025