



# Waterton Pre-Schools

## Charging and Remissions Policy

Wrenthorpe Pre-School, Early Birds & Night Owls  
2021/2022

# Waterton Pre-Schools Charging and Remissions Policy

**Setting: Wrenthorpe Pre-School, Early Birds, Night Owls and Holiday Club**

**Wrenthorpe Pre-School** offers term time, sessional, funded and paid places for children aged 2, 3 and 4 years old. The morning session is 9:00 – 12:00 and the afternoon session 12:15 – 3:15. Children can be looked after beyond these sessions in our Early Birds and Night Owls wrap around provision.

## Two Year Old Funding

Funded places for 2 year old children are offered for 5 mornings or 5 afternoons. These can be flexible if the parent is working or studying.

## Universal 15 hours of funded early education for 3 & 4 year olds

Funded 15 hours for 3 and 4 year old children are offered across 5 mornings or 5 afternoons as much as is practically possible. It may be possible to build in some flexibility for working parents if there is availability.

## 30 hours of funded early years education

Working parents who are eligible for 30 hours of early education for their 3 and 4 year olds will be offered these across the week as required, including in the before and after school provision. Places for children eligible for 30 hours will be allocated on a first come first served basis. No guarantee can be made that a parent will receive the additional sessions they request, however we will always do our utmost to meet needs. If a parent becomes ineligible for the additional funded hours the place will be withdrawn at the end of the 'Grace Period'. If the parent would like the child to retain their place then the usual charges will apply and will begin at the end of the 'Grace Period'.

## Additional Hours

Parents are able to pay for additional sessions for their children where they are available and are charged at £3.00 per hour/ £9.00 per session. Additional sessions include a lunch break of 15 minutes. Additional sessions are:

12:00 to 3:15 for children with a universal 15 hours or funded 2 year old morning place (9:00 – 12:00),

9:00 to 12:15 for children with a universal 15 hours or funded 2 year old afternoon place (12:15 – 3:15).

A parent will be able to purchase additional hours once the universal entitlement of 15 hours has been allocated across pre-school sessions. Ad hoc sessions may be booked if available and are payable at the time of booking.

**Wrenthorpe Early Birds and Night Owls** offers wrap around care from 7:30 am to 9:00 then from 3:15pm to 6:00pm for children in both the Pre-School and Wrenthorpe Academy. Places are booked and paid for in advance and are allocated on a 'first come first served' basis. Places are limited in each age group.

Provision	Times	Fees	Additional Information
<b>Before school</b>	7.30 am – 9.00	£5.00	Includes breakfast and drinks
<b>After school</b>	3.15 pm – 4.30 pm	£5.00	Includes snack and drinks
	3.15 pm – 5.30 pm	£8.00	Includes snack and drinks
	3.15 pm – 6.00 pm	£9.50	Includes snack and drinks

## Ending the contract

Where a parent wishes to cancel either funded or paid for sessions, a period of 4 weeks' notice is required.

We will always try to accommodate requests to increase or change the pattern of additional hours within reason to meet parents' individual circumstances; this will be dependent on availability.

**Wrenthorpe Holiday Club** operates within the school holidays and is available to children in the Pre-School, Wrenthorpe Academy and the surrounding area. These sessions run from 7:00am to 6:00pm for a set number of days within each holiday period and places are secured via booking in advance at the start of each term.

Provision	Times	Fees	Information
<b>Holiday Club</b>	9.00 am – 3.00 pm	£18.00	Includes snacks. Packed lunch required.
	9.00 am – 5.30 pm	£25.50	Includes snacks. Packed lunch required.
	7.30 am – 6.00 pm	£31.50	Includes snacks. Packed lunch required.

Charges will still be applicable for all pre-booked sessions should a child be absent for whatever reason.

Where a child is persistently collected late at the end of a session (3 or more times per week) we may make a charge for the additional childcare required.

**Invoices:**

Parents will receive their invoice at the start of each half term. This must be paid within two weeks. Payments can be termly, monthly or weekly. This will be agreed with the parents when they take out their contract with us. Payment is required by bank transfer, using the child’s name as the reference.

Bank details are: Sort Code: 08-92-99 Account number: 65378641. Childcare Vouchers can also be used.

Where an invoice hasn’t been paid within two weeks the child will not be able to attend the child care sessions.

There may be times where a parent/carer could in negotiation with the business manager arrange a payment plan on a temporary basis in exceptional circumstances.

**School Meals:**

School meals are available at a cost of £2.65 per day and are added to your invoice.

**Sundries:**

Pre- school does not make a specific weekly charge for the food that children eat at snack time or for baking ingredients. We ask for a weekly voluntary donation of fruit or food towards these. Children will be able to have a snack during both of their sessions. NB. The pre-school school is not in receipt of free fruit scheme.

Events such as educational visits and visitors into school are subsidised through fund raising activities alongside a request for a voluntary contribution from parents to cover part of the costs.

Pre-School polo t-shirts, cardigans and sweatshirts are available to purchase from Pre-School at £8 each. We do not make any profit from the sale of these.

External partners such as Tempest Photography will manage their own finances when selling their products to parents. This is all done online via their website. Information is shared with parents at the time.

## Appendices

### Appendix 1: Fee Payment Terms and Conditions Document issued to parents/carers

#### FEE PAYMENT TERMS AND CONDITIONS

##### 1) Pre-school fees for non-funded children

These are currently charged at a subsidised rate of £9.00 per 3-hour session (either morning or afternoon).

##### Early Birds

7:30 – 9:00      £5.00 per session (includes breakfast and walk to classroom)

##### Night Owls

3.15 – 4.30	£5.00
3.15 – 5.30	£8.00
3.15 – 6.00	£9.50

##### 2) Payment terms

Invoices will be sent out by Pre-school at the beginning of every half term and by Early Birds & Night Owls at the beginning of every month, and payment will be required within two weeks of the date of the invoice.

You can:

- a) pay for all the sessions your child attends during each term as a lump sum at the beginning of that term or
- b) pay in weekly or monthly instalments in advance.

If payment is not received, the Trust reserve the right to cancel a place and reallocate it to a child on the waiting list. If the payment of fees is outstanding for more than 14 days after the due date for payment your invoice will enter our debt recovery process which culminates in being passed to a debt collection agency for full recovery. In addition, you will be liable for all associated debt collection fees and court costs.

##### 3) Holidays and other absences

If your child is absent from Pre-school or Early Birds & Night Owls during term for whatever reason, all fees are still payable. In an extreme case, the Waterton Academy Trust can exercise its discretion and waive this requirement. Please contact the Pre-school Manager, Vickey Bruce or Early Birds & Night Owls Manager, Joanne Crossland, for further information.

##### 4) How Local Authority Education funding works

You can obtain funding for Pre-school for the first full term (and subsequent terms) after your child's 3<sup>rd</sup> birthday. This is administered through Pre-school.

(Please note that children born in April are not eligible for funding until the following September because the official cut-off date is 31<sup>st</sup> March).

##### 5) If you want to take your child out of Pre-school or Early Birds & Night Owls

One month's notice must be given in writing to the Pre-school Manager, Vickey Bruce or the Early Birds & Night Owls Manager, Joanne Crossland.

If you withdraw your child without giving this notice, the fees due for that 4 week period must be paid.

For non-funded children, the 4 week period is charged at the current rate for the number of sessions attended.

For LEA funded children, the 4 week notice period is charged at the official rate of funding per 3 hour session.

6) **Failing to collect your child on time and late pick up charges**

If you know that you are not able to collect your child on time and you are going to be late you must contact Pre-school, Early Birds & Night Owls so that we are aware and can ensure we can maintain our staff/child ratios.

If you fail to inform Pre-school or Early Birds & Night Owls that you are unable to collect your child at the agreed time you will incur a £10.00 additional charge for every 15 minutes thereafter.

If you don't collect your child at the agreed pick up time and you have not telephoned or we are unable to contact you via your contact or emergency details then we will automatically proceed to our Non-Collection of Child Policy. This is contacting other named contacts and if no one is available then Social Care Direct.

Please note that our Night Owls session closes at 6.00pm.

7) **Unforeseen Circumstances**

Pre-school and Early Birds & Night Owls reserve the right to charge for any sessions which may have to be cancelled due to circumstances beyond our control.

**Appendix 2: Parental Contract of Payment**

**PARENTAL CONTRACT OF PAYMENT**

I have read and agree to abide by the terms and conditions of payment set out above.

I agree to pay for my child's Pre-School / Early Bird / Night Owl place: *(please tick)*

Pre School Termly:

Early Birds / Night Owls Monthly:

Holiday Club prior to my child attending:

I understand that I have to pay for the place if my child is absent for any reason.

I understand that non-payment after 2 weeks of the due date could result in the termination of the contract and the place being withdrawn.

I understand that I must provide 4 weeks notice if I wish to withdraw my child from Pre-School / Early Birds / Night Owls and that failure to do so will mean that I will be charged for the notice period.

I agree to collect my child at the booked time and understand that frequent late collection may result in additional charges.

Signed: \_\_\_\_\_ *(parent/guardian)*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian of: \_\_\_\_\_ Class: \_\_\_\_\_

**WATERTON PRE-SCHOOLS INVOICE**

**Child/children's name:** \_\_\_\_\_

**Pre-School Attended:** \_\_\_\_\_

**Dates From/to:** \_\_\_\_\_ **Number of weeks:** \_\_\_\_\_

Type of Provision	Cost	Number	TOTAL
Pre school session	£0.00 £9.00		
Unfunded 3 00 pm – 3.15 pm	£0.75		
Deduct for sessions when Pre-school is closed			
Ad-hoc sessions			
Hot meals	£2.65		
Outstanding fees from previous term			
Overpayment of fees from previous term			
<b>TOTAL</b>			

The number of sessions, lunches or collections is adjusted to take account of when a start date for a new child is after the normal start date of the term.

**Please settle this remittance by:** \_\_\_\_\_

To pay via internet banking you will require the following details:

Sort code: 08 92 99, Account number: 65378641

**Please ensure that you reference the payment with your child's surname and initials.**

Cheques to be made payable to 'Wrenthorpe Pre-school'

**Please ensure that you retain all invoices and receipts if you are claiming any tax credits**

**If you require a letter for any tax credit purposes you will be charged £15.00 per letter**

**Appendix 4: EBNO Invoice Document**

**EARLY BIRDS & NIGHT OWLS INVOICE**

**Name of child/children:**

**Dates From / To:**

**Number of weeks:**

<b>Provision</b>	<b>Cost</b>	<b>No of sessions</b>	<b>Charge</b>
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Unfunded half hour	£1.50 per session		
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Early Birds Breakfast Club	£5.00 per session		
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Night Owls to 4.30pm	£5.00 per session		
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Night Owls to 5.30pm	£8.00 per session		
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Night Owls to 6.00pm	£9.50 per session		
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Early Birds & Night Owls to 4.30pm	£10.00 per session		
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Early Birds & Night Owls to 5.30pm	£13.00 per session		
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Early Birds & Night Owls to 6.00pm	£14.50 per session		
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<b>Outstanding fees b/fwd</b>			
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Fee overpayment b f/wd			
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**TOTAL**

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**Please settle this remittance by:**

To pay via internet banking you will require the following details:

Sort code : 08 92 99, Account number: 65378654

**Please ensure that you reference the payment with your child/children's surname and initials**

Cheques to be made payable to 'Early Birds'

**Please ensure that you retain all invoices and receipts if you are claiming any tax credits.**

**If you require a letter for any tax credit purposes you will be charged £15.00 per letter.**



**WATERTON PRE-SCHOOLS APPLICATION FORM**

*All information on this form is confidential and will only be released to appropriate staff or committee members*

<b>Name of Pre-School</b>		
<b>Full name of child</b>		
<b>Name by which you wish your child to be known</b>		
<b>Date of birth</b>		
<b>Child's home address</b>	<b>POST CODE:</b>	
<b>Home tel no</b>		
<b>Parent / Carer's name</b>		<b>Work tel no:</b>
		<b>Mobile tel no:</b>
<b>Parent / Carer's name</b>		<b>Work tel no:</b>
		<b>Mobile tel no:</b>
<b><i>In an emergency, who else could be contacted e.g: relative, childminder, neighbour:-</i></b>		
<b>Name:</b>		<b>Tel no:</b>
<b>Name:</b>		<b>Tel no:</b>
<b>Is there anyone who must NOT be allowed to collect your child? Please give details:</b>		

<b>Day</b>	<b>Early session 7.30 – 9.00</b>	<b>Morning Session 9:00 – 12:00</b>	<b>Lunch session</b>	<b>Afternoon Session 12:15 – 3:15</b>	<b>Late session 3.15 – 4.30</b>	<b>Late session 3.15 – 5.30</b>	<b>Late session 3.15 – 6.00</b>
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

*(Please turn form over and complete the reverse side)*

<b>Doctors name and tel no:</b>	
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**I GIVE/DO NOT GIVE consent for staff to seek medical treatment for my child in an emergency** (please delete as appropriate)

**Signed:**

Has your child any allergies or dietary requirements e.g. to food, animals or any other medical condition, or health problem which should be noted in case of emergency, or which could affect their activities at Pre-school? Please give details:

Have you or your child any special needs or does your child receive any form of extra help, eg speech therapy, physiotherapy? Please give details so we can discuss at an early stage any additional support you may require:

Occasionally the children are taken out for walks to the park, shops and into the school grounds for outdoor play activities. Staff and parents supervise these outings.  
Do you consent to your child taking part in such activities? **YES/NO** (Delete as appropriate)

Do you give consent for your child's photo to be used for the following?  
We do not attribute names to images of children outside pre-school.  
**(Please sign under each box to indicate consent).**

Displays and photo albums in pre-school	Our website	Our social media	External media and marketing eg press release
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I confirm that the information given above is correct to the best of my knowledge**

<b>SIGNED:</b>	<input type="text"/>	<b>DATE:</b>	
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**Email address:**

**Where did you learn about us?**

To ensure we welcome and reach all families in the local community please would you answer the following voluntary questions? **Is your family (tick as appropriate):-**

<b>Mixed White/Black Caribbean</b>	<input type="checkbox"/>	<b>African</b>	<input type="checkbox"/>	<b>Asian or Asian British</b>	<input type="checkbox"/>	<b>Chinese</b>	<input type="checkbox"/>
<b>White British</b>	<input type="checkbox"/>	<b>European</b>	<input type="checkbox"/>	<b>Black/Black British</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
<b>Parent / Carer's occupation:</b>	<input type="text"/>		<b>Parent / Carer's occupation:</b>	<input type="text"/>			

Please note that within our admissions policy we aim to meet the needs of families within our pre-school's catchment areas first. Obtaining a place in a pre-school is not a guarantee of obtaining a place in the academy at which it is situated; they have their own admission policies. Please ensure this application is submitted in the term before your child is due to start with us.

**Appendix 6: Holiday Club Booking Form**

**HOLIDAY CLUB BOOKING FORM**

		<b>TICK</b>				<b>TICK</b>
<b>October Half Term</b>	25 <sup>th</sup> October 2021			<b>Christmas Holiday</b>	20 <sup>th</sup> December 2021	
	26 <sup>th</sup> October 2021				21 <sup>st</sup> December 2021	
	27 <sup>th</sup> October 2021				22 <sup>nd</sup> December 2021	
	28 <sup>th</sup> October 2021				23 <sup>rd</sup> December 2021	
	29 <sup>th</sup> October 2021				<b>Christmas Eve</b>	

		<b>TICK</b>				<b>TICK</b>
<b>February Half Term</b>	21 <sup>st</sup> February 2022			<b>Easter Holiday</b>	11 <sup>th</sup> April 2022	
	22 <sup>nd</sup> February 2022				12 <sup>th</sup> April 2022	
	23 <sup>rd</sup> February 2022				13 <sup>th</sup> April 2022	
	24 <sup>th</sup> February 2022				14 <sup>th</sup> April 2022	
	25 <sup>th</sup> February 2022				<b>Good Friday</b>	

		<b>TICK</b>	
<b>May Half Term</b>	30 <sup>th</sup> May 2022		
	31 <sup>st</sup> May 2022		
	1 <sup>st</sup> June 2022		
	<b>Bank Holiday</b>		
	<b>Bank Holiday</b>		

		<b>TICK</b>				<b>TICK</b>
<b>Summer Holiday Week 1</b>	25 <sup>th</sup> July 2022			<b>Summer Holiday Week 2</b>	1 <sup>st</sup> August 2022	
	26 <sup>th</sup> July 2022				2 <sup>nd</sup> August 2022	
	27 <sup>th</sup> July 2022				3 <sup>rd</sup> August 2022	
	28 <sup>th</sup> July 2022				4 <sup>th</sup> August 2022	
	29 <sup>th</sup> July 2022				5 <sup>th</sup> August 2022	

		<b>TICK</b>				<b>TICK</b>
<b>Summer Holiday Week 3</b>	8 <sup>th</sup> August 2022			<b>Summer Holiday Week 4</b>	15 <sup>th</sup> August 2022	
	9 <sup>th</sup> August 2022				16 <sup>th</sup> August 2022	
	10 <sup>th</sup> August 2022				17 <sup>th</sup> August 2022	
	11 <sup>th</sup> August 2022				18 <sup>th</sup> August 2022	
	12 <sup>th</sup> August 2022				19 <sup>th</sup> August 2022	

**Appendix 7: Uniform order form**

**PRE-SCHOOL UNIFORM ORDER**

Pre – School: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Item	Size	Price	Quantity	Total
Polo shirt	Age 1-2	£8.00		
	Age 3-4	£8.00		
	Age 5-6	£8.00		
Sweatshirt	Age 1-2	£8.00		
	Age 3-4	£8.00		
	Age 5-6	£8.00		
Cardigans	Age 1-2	-----		
	Age 3-4	£8.50		
	Age 5-6	£8.50		
Total				

**Payment must be made in advance via bank transfer with your child's name as reference.**

**Bank details are:      Sort Code: 08-92-99      Account number: 65378641**