



Waterton Pre-Schools

Charging and Remissions Policy

2022/2023

Waterton Pre-Schools Charging and Remissions Policy

Our Pre-Schools offer funded and paid places for children aged 2, 3 and 4 years old between the hours of 7:30am and 6:00pm all year round.

Two Year Old Funding

Funded places for 2 year old children are offered for 5 mornings or 5 afternoons. These can be taken flexibly 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. However, parents may choose how to take up their hours and may stretch their funding across the 51 weeks.

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. 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If a parent becomes ineligible for the additional funded hours the place will be withdrawn at the end of the 'Grace Period'.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'. This funding can be stretched across the 51 weeks of the year and be deducted from the overall childcare bill.

Additional Hours

Parents are able to pay for additional sessions for their children where they are available and are charged at £14.30 per session. 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.

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.

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.

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 £2.81 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.

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.

Terms and conditions

1) Fees

Provision	Times	Fees	Information
Breakfast Session (Wrenthorpe Reception Class Only)	7:30 – 9:00	£5.00	Includes Breakfast
Early Morning Session	7:30 – 12:00	£18.20	Includes Breakfast
Morning Session	9:00 – 12:00	£13.20	Includes Snack
2yoo/3 & 4 universal offer (am place)	9:00 – 12:00	No charge	Includes Snack
All Day	7:30 – 6:00	£43.50	Includes Breakfast, Tea & Snacks
(30 hours funded)	9:00 – 3:00	No charge	Includes Snacks
Day Session	9:00 – 3:15	£27.50	Includes Snacks
Afternoon Session	12:15 – 3:15	£13.50	Includes Snack
2yoo / 3 & 4 universal offer (pm place)	12:15 – 3:15	No charge	Includes Snack
Tea Sessions (Wrenthorpe Reception Class Only)	3:15 – 4:30	£5.00	
	3:15 – 5:30	£9.00	Includes Tea
	3:15 – 6:00	£11.00	Includes Tea
Late Sessions Pre-School	7:30 – 4:30	£37.50	Includes Breakfast & Snacks
	7:30 – 5:30	£41.50	Includes Breakfast, Tea & Snacks
	7:30 – 6:00	£43.50	Includes Breakfast, Tea & Snacks
	9:00 – 4:30	£32.50	Includes Snacks
	9:00 – 5:30	£36.50	Includes Tea & Snacks
	9:00 – 6:00	£38.50	Includes Tea & Snacks
	12:15 – 4:30	£18.20	Includes Snack
	12:15 – 5:50	£22.20	Includes Tea & Snack
	12:15 – 6:00	£24.20	Includes Tea & Snack

Full week	7:30 – 5:30 x 5 days	£186.75 (includes 10% discount)	(£67.95 with 30 hours funding)
	7:30 – 6:00 x 5 days	£195.75 (includes 10% discount)	(£76.95 with 30 hours funding)
10% discount will be applied to fees when sessions are taken over all 5 days.			

2) Payment terms

Invoices will be sent out by Pre-School at the beginning of every half term and payment will be required within two weeks of the date of the invoice.

You can:

- pay for all the sessions your child attends during each term as a lump sum at the beginning of that term or
- 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 including wraparound for whatever reason, all fees are still payable. If your child is in receipt of government funding for their place this may be removed for non-attendance. Therefore, we politely ask that you aim to keep holidays to a maximum of two weeks in any one term to avoid this scenario. Any more than this and the LA will remove your funding for those weeks; if your funding is removed, we would have to charge you for your child's place for that time as per our attendance policy.

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 3rd 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 31st March).

5) If you want to take your child out of Pre-school

One month's notice must be given in writing to the Pre-School Manager. 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 LA 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 so that we are aware and can ensure we can maintain our staff/child ratios.

If you fail to inform Pre-School 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 we will automatically proceed to our Non-Collection of Child Policy. This includes contacting other named contacts and if no one is available then Social Care Direct.

Please note that our Pre-School closes at 6:00pm.

7) **Unforeseen Circumstances**

Pre-school reserve the right to charge for any sessions which may have to be cancelled due to circumstances beyond our control.

Appendices

Appendix 1: Parental Contract of Payment (parent / carer copy)

PARENTAL CONTRACT OF PAYMENT

Please tick:

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 / Wraparound place: -

Pre - School place Half Termly:

Reception Class place 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 / Reception Wraparound 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: _____

Appendix 2: Parental Contract of Payment – To be signed and returned to Pre-School

PARENTAL CONTRACT OF PAYMENT



Please tick:

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 / Wraparound place: -

Pre - School place Half Termly:

Reception Class place 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 / Reception Wraparound 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: _____

Appendix 3: 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

Appendix 4: Wraparound and holiday provision for Reception Class children at Wrenthorpe Academy

Wrenthorpe Pre-School offers the Early Years part of the wraparound care for children in the Reception Class at Wrenthorpe Academy from 7:30 am to 8:55 then from 3:15pm to 6:00pm for children in the Reception Class. Places are booked and paid for in advance and are allocated on a 'first come first served' bases. Places are capped at 16 per day.

Provision	Times	Fees	Additional Information
Before school	7:30 am – 8:55 am	£5.00	Includes breakfast and drinks
After school	3:15 pm – 4:30 pm	£5.00	Includes snack and drinks
	3:15 pm – 5:30 pm	£9.00	Includes tea and drinks
	3:15 pm – 6:00 pm	£11.00	Includes tea and drinks

Wrenthorpe Pre-School Holiday Club operates within the school holidays and is available to children in the Reception Class at Wrenthorpe Academy. These sessions run from 7:30am to 6:00pm each school holiday – closed Christmas week and bank holidays. Places are secured via booking in advance in September for the year.

Provision	Times	Fees	Information
Holiday Club	9:00 am – 3:15 pm	£27.50	Includes snacks. Packed lunch required.
	7:30 am – 12:00 pm	£18:20	Includes snacks.
	9:00 am – 5:30 pm	£36.50	Includes snacks.
	7:30 am – 6:00 pm	£43.50	Includes breakfast, snacks.