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**Charging and Remissions Policy**

**2025 / 2026**

**Waterton Pre-Schools Charging and Remissions Policy**

**Funded early years education and care**

Our Pre-Schools offer funded and paid places for children aged 9 months to 5 years old between the hours of 7:30am and 5:30pm, Monday to Friday all year round; except for English Bank Holidays and Christmas week. Funded hours can be taken across any sessions in a regular pattern within the 38 weeks of term time. Places will be allocated according to our admissions policy.

If a parent becomes ineligible for the funded hours the place will be withdrawn at the end of the ‘Grace Period’.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 Sessions**

Additional sessions may be booked and paid for where they are available once the funded entitlement has been allocated. 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.

**Ending or changing the contract**

Any changes to funded or paid for sessions can only be made at the end of a half term to come into effect the following half term if possible. We will always try to accommodate requests to increase or change the pattern of additional hours within reason to meet parents’ individual circumstances; dependent on availability. Where a parent wishes to cancel either funded or paid for sessions, a period of 4 weeks’ notice is 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 pre-school until this has been settled. There may be times where a parent/carer could in negotiation with the Business and Finance Manager, arrange a payment plan on a temporary basis in exceptional circumstances.

**School Meals**

School meals are available at a cost of £2.97 per day and are added to the invoice.

**Sundries**

Pre-School charges a consumable charge of 20p per session for wipes, tissues, toothpaste, baking ingredients and the provision of sun cream when necessary. We also levy a charge of 30p per session for snacks. These charges are voluntary, however, if you choose not to pay them, you must provide the items yourself.

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 £8.00/£8.50 each. We do not make any profit from the sale of these items.

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) **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:

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, Waterton Pre-Schools 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.

2) **Holidays and other absences**

If your child is absent from Pre-School 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.

3) **How Local Authority Education funding works**

You can obtain the appropriate funding for Pre-School for the first full term (and subsequent terms) the term after your child reaches the age bracket for the funding. These are: the term after your baby becomes 9 months old / the term after they become 2 years old / the term after they become 3 years old. 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).

4) **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.

5) **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.

Where a child is collected late at the end of a session, we will make a charge for the additional childcare required at a cost of £10 per 15 minutes.

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-Schools close at 5:30pm.

6) **Unforeseen Circumstances**

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

**WATERTON PRE-SCHOOL FEES**

**SEPTEMBER 2025**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Provision** | **Times** | **Fees**  **Age 0 – 2** | **Fees**  **Age 2 – 5** | **Information** |
| **Breakfast Session** | 7:30 – 9:00 | £16.50 | £9.00 | Includes breakfast |
|  |  |  |  |  |
| **Early Morning Session** | 7:30 – 12:00 | £49.50 | £27.00 | Includes breakfast |
|  |  |  |  |  |
| **Morning Session** | 9:00 – 12:00 | £33.00 | £18.00 |  |
|  |  |  |  |  |
| **All Day** | 7:30 – 5.30 | £115.50 | £63.00 | Includes breakfast, & tea |
|  |  |  |  |  |
| (30 hours funded) | 9:00 – 3:00 | No charge | No charge |  |
|  |  |  |  |  |
| **Day Session** | 9:00 – 3:15 | £68.75 | £37.50 |  |
|  |  |  |  |  |
| **Afternoon Session** | 12:15 – 3:15 | £33.00 | £18.00 |  |
|  |  |  |  |  |
| **Late Sessions** | 3:15 – 4.30 | £13.75 | £7.50 |  |
|  | 3:15 – 5.30 | £24.75 | £13.50 | Includes tea |
|  |  |  |  |  |
| **Late Sessions Pre-School** | 7:30 – 4:30 | £99.00 | £54.00 | Includes breakfast |
|  | 7:30 – 5:30 | £110.00 | £60.00 | Includes breakfast & tea |
|  |  |  |  |  |
|  | 9:00 – 4:30 | £82.50 | £45.00 |  |
|  | 9:00 – 5:30 | £93.50 | £51.00 | Includes tea |
|  |  |  |  |  |
|  | 12:15 – 4:30 | £46.75 | £25.50 |  |
|  | 12:15 – 5:30 | £57.75 | £31.50 | Includes tea |
|  |  |  |  |  |
| Full week | 7:30 – 5:30 x 5 days | £495.00  (includes  10%  discount) | £272.00  (includes 10% discount) | 0-2 = £198.00  2-5 =£108.00   * with 30 hours funding   Includes breakfast & tea |
|  | | | | |
| Additional charges | Consumables | 20p | 20p | Per session |
|  | Snack | 30p | 30p | Per session |

If you would like to pay for a hot meal provided by school for a child who is with us for longer than 3 hours there is an additional charge of £2.97 (*This is the charge set by the service provider inc. VAT*)

We offer funded places for children aged 9 months to 5 years old. 30 hours early years education and childcare for eligible working families can be obtained through Pre-School for children aged 9 months to 5 years old. For information visit   <https://www.childcarechoices.gov.uk/> to find out how to claim.

We accept any childcare voucher scheme including tax-free childcare vouchers.

**Appendices**

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

**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 / 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 can only change my child’s sessions at the end of a half term:

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 late collection will 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**

P*lease 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 can only change my child’s sessions at the end of a half term: 

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 late collection will result in additional charges: 

Signed: (*parent/guardian*)

Print Name:

Date:

Parent / Guardian of:

**Appendix 3:** Uniform order form

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**Pre-Schools Uniform Order Form**

**CBPS TMPS TWPS WPS**

Pre – School: Child’s Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Size | Price | Quantity | Total |
| Navy polo shirt | Age 1-2 | £8.00 |  |  |
| Age 3-4 | £8.00 |  |  |
| Age 5-6 | £8.00 |  |  |
| Navy sweatshirt | Age 1-2 | £8.50 |  |  |
| Age 3-4 | £8.50 |  |  |
| Age 5-6 | £8.50 |  |  |
| Navy cardigan | Age 3-4 | £8.50 |  |  |
| Age 5-6 | £8.50 |  |  |
| Total | | |  |  |

**Payment must be made in advance via bank transfer with your setting’s initials as above and your child’s name as reference.**

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

**Your order will be delivered to your Pre-School and passed to you.**

**Appendix 4: Wraparound and holiday provision for Reception Class children**

**Our Pre-Schools** 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 5:30pm 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 | £9.00 | Includes breakfast |
|  |  |  |  |
| **After school** | 3:15 pm – 4:30 pm | £7.50 |  |
|  | 3:15 pm – 5:30 pm | £13.50 | Includes tea |
|  |  |  |  |

**Pre-School Holiday Club** operates within the school holidays and is available to children in the Reception Class at our host Academies. These sessions run from 7:30am to 5:30pm each school holiday – closed Christmas week and bank holidays. Places are secured via booking in advance in September for the year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Provision** | **Times** | **Fees**  **Age 0 – 2** | **Fees**  **Age 2 – 5** | **Information** |
|  |  |  |  |  |
| **Holiday Club** | 9:00 am – 3:15 pm | £68.75 | £37.50 |  |
|  | 7:30 am – 12:00 pm | £49.50 | £27.00 | Includes breakfast. |
|  | 9:00 am – 5:30 pm | £93.50 | £51.00 | Includes tea. |
|  |  |  |  |  |
| **Additional charges** | Consumables  Snack | 20p  30p | 20p  30p | Per morning or afternoon session  Per morning or afternoon session |
|  |  |  |  |  |