



## Payment Contract/Policy

### Statement

As a community-based pre-school, Pips tries to keep its fees as low as possible. We have extremely limited funding and the fees we charge help us budget for the term and to operate daily.

### Fees

Summary of Fees to be paid by Parents:

Age group	Hourly fee
2-3 years	£5.75
3-5 years	£4.68

Our fees are based on an amount per hour. This covers all expenditures. These include, but are not limited to, staff wages and training, building and ground rent, paper and craft materials, sundries, Pre-School Learning Alliance Membership fees, insurance and snacks for the children.

### Booking and Changing Sessions

Your child/ren's sessions are booked in advance per term – we work using traditional 3 terms: Sept (Winter), January (Spring) and April (Summer).

Once booked and agreed in advance with the Pre-school Manager, these sessions can only be altered in *extenuating circumstances* and at the discretion of the Pre-school Manager (and the Associate Governor where appropriate). Otherwise, should you wish to change any of your child/ren's sessions, at least one term's notice is required. **(Approx. 120 days notice)**

We at Chirton Pips do understand, however, that sometimes parents do need a little flexibility. If the change of session is agreed by the Pre-school Manager, we reserves the right to levy a £10 administration charge to cover our administration costs. This will be added to your termly invoice.

Should you wish to withdraw your child/ren from the Pre-School, we ask for one term's notice. Any outstanding fees must be paid before your child's departure that term.

### Breakdown of Terms

Term 1 (Sept – Dec)

Term 2 (Jan - Apr)

Term 3 (May - Jul)

## **Extra Sessions**

Extra sessions are available at our standard rate of £4.68 per hour (3-4 year olds) and £5.75 per hour (2 years old). We also ask for an extra £1.00 (50p per session) per day contribution from all parents to help pay for consumable items such as food, stationary, paint, etc.

Any one-off extra sessions must be booked in advance and agreed with the Pre-school Manager. Fees for any extra sessions are payable in advance of the session commencing to the Pre-school Manager by bank transfer.

## **Free Entitlement Funding**

The government has committed to provide **15 hours of funded childcare per week** for all children from the age of 3 years to school age. This equates to 570 hours per year split across 38 weeks i.e. 15 hours per week of term. This funding is available to eligible children in the term following their 3<sup>rd</sup> birthday. You should however, consult Wiltshire County Council's website (<http://www.wiltshire.gov.uk/schoolseducationandlearning/earlyyearsandchildcare/earlyyearschildrenprofessionals/freenurseryentitlement.htm>) to determine your child's eligibility since Wiltshire's periods of funding do not necessarily correspond directly with the exact dates of school terms.

Alternatively, Pips' Pre-School Manager should be able to advise when your child becomes eligible for funding.

At the end of term we ask parents to agree with the Pre-school Manager what sessions are requested for the following term. Please note that, once eligible, we can only claim the free entitlement before the beginning of each term. If you join Pips' part way through the term we will not be able to claim the funding. We will apply for the funding on your behalf for the following term.

In regards to **30 hours entitlement funding**, it is your responsibility to research this on the Wiltshire County Council website. To ensure you follow their guidelines, you will need to fill in and send off the necessary paperwork to HMRC. **This must be completed in the term before your child is three.** There will be a deadline (see the WCC website for the dates). You will be given your child's reference number which you must let the manager know immediately to validate the code for the entitlement funds on your behalf. Failure to apply before the deadline will mean you will be expected to pay any outstanding invoices instead.

## **How to get Government Funding**

When your child is eligible, the Pre-school Manager will provide you with the forms that need to be completed and returned. All you need to do is ensure that the Manager has seen proof of your child's date of birth (e.g. a birth certificate), and complete the Parent Declaration Form. Pips can then claim the fees from the Education Department and then, once agreed, the funding is paid directly to Pips'.

If we do not receive this completed form **before** the end of the term before your child is eligible we will not be able to claim on your behalf and you will need to continue to pay the fees for another term.

There is funding available for some children aged 2 to 3 years, but only when certain criteria are met. These criteria can be explained by the Pre-school Manager or checked via the link on our website.

## **Payment and Invoices**

At the beginning of each month the Admin Officer will issue an invoice to all fee-paying children, and to those receiving funding, this will outline what proportion of hours the Free Entitlement Funding covers.

We ask that fees are paid **within 14 days** of receiving the invoice. We would be grateful for prompt payment.

**Pips reserve the right to place an additional charge of £10 if payment of fees is over 4 weeks late and for every 4 week period thereafter.**

## **Payment Plans**

We can offer weekly payment plans if you find you are unable to pay your invoice.

## **Late and Non-Payment of Fees**

Each child's attendance at the group is conditional upon continued payment of any necessary fees.

**We understand that there are times that parents may have a genuine problem paying fees.** If you do find yourself in this position, please do not hesitate to speak to the Pre-school Manager as soon as possible. If you would rather speak to the Associate Governor or Admin Officer please contact one or either of us on [chirtonpips@hotmail.co.uk](mailto:chirtonpips@hotmail.co.uk) **Please be assured your conversation will be in absolute confidence.**

Chirton Pips are committed to finding a solution that offers minimal disruption to your child in such circumstances. In extreme cases where fees have been overdue for some time and no effort is being made by the parents to rectify the situation e.g. paying off a significant amount of that outstanding or arranging a payment plan, we reserves the right to reduce the hours provided to the government funded 15/30 hours only.

Where fees remain outstanding past the end of term the following will occur:

1. The Admin Officer will give verbal notice of outstanding fees to the attending parent and the parent/s will be asked to agree a payment plan.
2. If no plan is agreed, written notice will be issued allowing 28 days for payment to be received.
3. If prolonged non-payment continues past these 28 days, then only your child/ren's free entitlement funding sessions up to maximum of 15/30 hours will be permitted and any other sessions will be removed.

## **Refunds**

Fees are due for all sessions your child is booked to attend. Unfortunately, we are unable to give a refund if your child is ill or on holiday. For Emergency Closures where pre-school is forced to close due to circumstances beyond our control, please see our Emergency Closure Policy.

## **SEN**

There will be no administrative charge for parents who have a child with SEN.

## **Notice Period**

**We ask you to give us at least one term's notice (approx. 120 days) if you decide to withdraw your child from Pips.** If you decide to remove your child mid-term, we reserves the right to ask you to pay the fees for the remainder of that term.

Please note that all outstanding fees must be paid up-to-date before or on your child/ren's last day of attendance.

**Where this is not the case Chirton Pips reserves the right to recover fees through the necessary official civil channels.**

## **Absence from Pre-school**

Fees continue to be payable if a child is absent without prior notice or for a short time, for example holiday or sickness. In cases of prolonged absence, parents should consult the Preschool Manager or the Associate Governor about fee payment.

## **Changes to Fees**

Chirton Pips reviews the fees on a yearly basis and reserves the right to increase them as and when it deems it appropriate e.g. to reflect changes in government funding. Appropriate notice of any changes will be provided to parents in writing.

## **Settling in Sessions**

Children coming to Pips are offered a *Settling-In Session* to allow a smooth transition for your child/ren from the home environment or other childcare environment into the setting. One session is offered free of charge per child and should be agreed with the Preschool Manager. You are welcome to attend with your child or to leave and return at an agreed time.

## **Payment of Fees**

We accept payment by bank transfer, cheque (made payable to Chirton Pips Preschool), cash or childcare vouchers.

If paying by cash please ensure it is the correct amount as change cannot be given.

Bank Details: HSBC

Account Name: Chirton Pips Pre-School

Sort Code: 40-44-33

Account Number: 62094835

***For further information on funding and support for childcare, please look at our website or Wiltshire County Council website for update information.***

Date Adopted: June 2008      Amended: 1<sup>st</sup> April 2023      Review: April 2024

Signed.....*Ruth L Cooper*..... (Associate Governor) Date .....*1/4/23*.....

Signed.....*Sarah Jones*..... (Manager) Date .....*1/4/23*.....