**FEES POLICY**

**Aim**

It is our intention to make our setting affordable to families from all sections of the

local community. We aim to maintain long term financial viability, through charging parents/carers fairly and equally for their child’s time at Fontmell Magna Under Fives, organised fundraising events and requests for voluntary contributions.

**Method**

* Fees are set by the Management Committee and reviewed annually. The hourly charge will apply to all non-funded children aged from 2 years. Funded children are entitled up to 30 or 15 hours per week.
* Fontmell Pre-School does not provide nappies. We therefore ask parents/carers to provide their own nappies and a spare change of clothes. These items should be kept in the child’s bag and bought into the setting every time the child attends.
* For children already attending Fontmell Magna Pre-School an invoice will be issued within the half term and will need to be paid before the end of that half term.
* If payment is not received in accordance with timescales then a final demand will be issued, requesting settlement within five working days. Failure to comply with the demand may result in the child being excluded from non-funded sessions with immediate effect.
* The child will only be re-admitted on the settlement of fees in full. The child’s place will only be held open for the remainder of that current half term. If payment is not received by the specified time then the place for future terms will be lost and reallocated to another child either attending the Pre-School or on the waiting list, following the admissions policy.
* Fontmell Under Fives Pre-School will take any legal action necessary in order to procure outstanding fees.
* Fees are still payable when a child is absent, except for the duration of a child’s stay in hospital, and a Doctor’s note is provided to this effect.
* There is no discount for families with more than one child in attendance.

**Difficulties with Fee Payment**

* Anyone experiencing difficulties with payment should contact the Pre-School Administrator or Treasurer as soon as possible.
* To assist payment, the Pre-School may consider alternative payment methods such as payment by instalments.
* A sponsorship fund may be available at the discretion of the Management Committee.

**Late or Non-payment of Fees**

* Late payment of fees results in additional administrative work and will incur a charge that will be, depending on circumstances deemed necessary within line with current fees.
* If fees remain unpaid for a further week the parent/carer will be invited in writing to discuss the matter with the Pre-School Treasurer. Following discussion, agreement reached regarding payment will be put in writing, to include timescales.
* If discussion is declined, or if a payment method is not committed to the Pre-School Treasurer will inform the parent/carer in writing that no further non-funded hours will be available to their child for the duration of their time at Pre-School.
* Fontmell Pre-School will seek legal advice to recover all outstanding debts.
* We will at all times respect confidentiality and aim to work with parents/carers to reach a positive and realistic solution.

**Government Funding**

* Fontmell Magna Pre-School is registered to receive either 15 or 30 hours government funding and all children attending the Pre-School of an appropriate age are entitled to such funding.
* The dates determining eligibility for funding are set down by the Government in the Sure Start Code of Practice. A child born on or between will become eligible for funding from:

Summer Term following their 3rd birthday

Autumn Term following their 3rd birthday

Spring Term following their 3rd birthday

* Funded places are allocated in accordance with the Admissions Policy.
* When a child becomes eligible for a funded place at Pre-School, parents are provided with a Parents Declaration Form (DF1 form) and a Parent/Provider Contract Agreement Form (DF2 form) to complete and return to Pre-School with appropriate identification (e.g. birth certificate or passport).
* An eligible child can attend a maximum of 15/30 funded hours in any week; this can be divided between providers if he/she is attending more than one setting, for a maximum of 38 weeks. Fontmell Magna Pre-School may choose to open for longer than 38 weeks therefore children in receipt of government funding will need to pay for additional sessions. These so called shortfall sessions are optional and parents will be notified at the start of term and offered the option of removing their children from these sessions or paying for them at the current fee rate.
* In the case of funded 2 year olds, if you feel your child fits the County Council Criteria please speak to the Pre-school manager.
* 30 Hours Free Funding.
* Full details can be found on the website www.dorsetforyou.com
* • If you're a working parent with a child 3 or 4 year old child, you can apply now for 30 hours free childcare.
* All 3 and 4 year olds already get 15 hours of free childcare over 38 weeks of the year (aligning with school terms) Some 2 year olds are also eligible for 15 hours of free childcare.
* • From 1 April 2017, the government will increase free childcare to 30 hours a week (over 38 weeks of the year) for eligible working parents in Dorset
* You can stretch your entitlement across more than 38 weeks by taking fewer hours over each week, however this would mean less than 30 hours per week
* In addition, if you're a parent of a 2 - 3 year old, you may be eligible for a 30 hours free childcare place. You can apply through the childcare service and start arranging a place with your childcare provider.

**Voluntary Contributions**

* Voluntary Contributions are requested periodically to support the work of Fontmell Magna Under Fives.

**Increasing Days**

* If a parent/carer wishes to increase the number of hours their child attends Fontmell Pre-School, he/she should speak to the Manager. A place will then be allocated, subject to availability, under our normal Admissions Policy, with preference for extra hours given to older children (note that this relates to the number of hours offered, not hours on specific days).
* Upon request and subject to availability funded children can attend more than 15 hours charged at the current fee rate. Fees for additional hours must be paid half termly. Late payment may result in the additional hours being withdrawn.

Designated member of staff who co-ordinates with the above policy:

**Lauren Ballard**

**Signed:**

Designated Deputy member of staff who co-ordinated with the above policy:

**Wendy Pankhurst**

**Signed:**

Role of signatory: **Chairperson**

Signed on behalf of the management committee:

This Policy was adopted on **20/05/2019** to be renewed annually.