



Bishop Cornish Education Centre  
Ofsted Registration No: EY397520



## **BISHOP CORNISH PRE-SCHOOL CHARGING POLICY**

Please respect our charging policy, as the fees charged for pre-school care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the pre-school.

### **Booked Sessions**

Pre-school provides sessional day care (Monday-Friday) with a morning session (8.45-11.45), lunch session (11.45-12.30) and afternoon session (12.30-3.30). Childcare can only be booked by session and will be charged accordingly.

Sessions are requested on registration form which is filled in and then placed on a waiting list. These forms are then dealt with in order of when they are received.

### **Funded sessions provided**

#### **3 and 4 year old funding**

Government free funding enables us to provide your child with 15 hours of free childcare per week or 30 hours if you are eligible. The hours can be claimed in the year from the funding block (term) **after** your child turns three. Payment for any sessions (hours) booked that exceed the Government funded hours are the responsibility of a child's parents/carers.

#### **2 year old funding**

Funding is also available for some children the term after their 2<sup>nd</sup> birthday if they are eligible for two-year-old funding, providing they meet the criteria laid down by Cornwall Council. We can signpost parents/carers for assessment of those criteria. This is for 15 hours a week – not all 2 year olds are eligible. Speak with the manager for more information.

To claim the funding for your child, you must sign a declaration stating the number of hours for which you are claiming. You can use the funding at more than one childcare provider but you must not exceed 15 or 30 hours. You will also be asked to supply your national insurance number and proof of your child's date of birth so that we can check their identity and claim the funding, with our consent we can check if your child is eligible for pupil premium funding.

### **Fees**

Fees are charged on a sessional basis for any sessions booked that are not funded. Invoices are sent out every half term.

Our current fees are

Session price	£15.90 age three/four £22.56 age two
Lunch Price	£6.50 all ages
Day cost	£38.30 age three/four £51.62 age two

### **Late collection of children.**

We do expect children to be collected on time. Staff ratios are planned in advance to ensure your child is appropriately supervised. If you think you might be late, you must call the Preschool Manager on 01752 848115 as soon as possible. We do ask that you have a backup plan in place to enable the safe collection of your child and that the contact details of other adults approved to collect your child are shared with the Preschool Manager. Late pickup of your child does become a Safeguarding issue; the Designated Safeguarding Officer will be informed and will contact you to discuss.

Late collection after 3.30pm will incur an additional charge of £20.00 per child for every 30 minutes.

Late collection fees will be added to your next invoice.

### **Review of Charges**

The charges are reviewed each year in the spring term meeting by the trustees and, considering financial planning, increases will be made accordingly. The new fees will start from the following September. There are no discounts for siblings.

### **Ad-hoc Sessions**

These can be booked where there is excess capacity, and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff: children ratios can be maintained every day. The ad hoc sessions will be charged at the usual session price and parents must pay this in full on the day.

### **Illness or holiday**

There will be no refund for sessions missed due to illness or holiday. Please ring or email the pre-school if your child is ill. If you will be away on holiday, please confirm the dates beforehand.

### **Payment of fees**

Fees are due in advance every half term for that current half term and are non-refundable as they are required to meet the overheads of the preschool. Invoices are issued at the start of every half-term and must be paid within 14 days; the due date will be shown on the invoice. The preschool cannot refund any sessions missed owing to illness, family holidays or for emergency closures.

Fees should be paid by bank transfer or via an employer's childcare voucher scheme. If paying direct to the bank account, please ensure your child's name and preschool is used as a reference. Cash or cheques are not accepted.

### **Late Payment of Fees**

It is our intention to be sympathetic to the needs of your child(ren) when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due. Unpaid fees have a detrimental effect on the preschool and it is not a situation which we will leave unresolved. This situation could also result in your child losing their place.

If you are, for any reason, unable to pay the fees due, please speak to either Mrs Dark or Mrs Hale advising of your particular circumstances. We will do our very best to come to an agreement regarding payment. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that all outstanding fees must be paid and your child will not be able to attend the sessions over the free funded sessions until the outstanding amount is paid. Your child's place will be offered to parents who are on the waiting list (over and above funded sessions). No further debt will be allowed to build up.

A reminder will be issued a few days before the due date and on the day the fees become overdue. A late payment fee of £20.00 will automatically be added to your next invoice. **If payments are made late for three successive months, then we will request that sessions are prepaid.** If the preschool is unable to recover any outstanding fees, the matter will be referred to the Education Centre lawyers.

### **Notice period**

Increasing your child's sessions – please speak to the manager and we will do our best to accommodate you, but this may not always be possible.

Reducing your child's sessions - We require four weeks' notice, in writing (an email is acceptable), of your intention to reduce the number of sessions your child attends at pre-school for invoiced sessions. You will be charged for your child's booked sessions during the four weeks notice period.

Withdrawal from pre-school - We require four weeks' notice, in writing (an email is acceptable), of your intention to withdraw your child from pre-school for invoiced sessions. You will be charged for your child's booked sessions during the four weeks notice period.

May 2024

Reviewed Sep 24