Templegate Tiny Tots Pre-school Charging Policy

The pre-school is a business registered at Companies House, but also a registered charity and is non-profit making.

**Aims:** To set a level of fees affordable to all families in the community but enable the

 pre-school to be cost effective without making a profit.

**To fulfil these aims we will**:

* advise parents of the payment procedure and fees charged before the child starts
* allow a flexible payment system
* a discount of 10% for more than one child (sibling) attending
* offer support to families experiencing genuine hardship
* keep detailed financial records of income and expenditure
* review fees annually in January, taking into account the cost of overheads e.g. wages, insurance, letting fees, resources
* Staff receive a 40% discount on fees for child/ren attending.

**Payments**

* There is no charge to register a child on our waiting list.
* We ask for an enrolment payment of £20 to cover administration costs The place will not be guaranteed until payment is received.
* Fees are payable regardless of attendance e.g. time off for illness or holidays
* At least 2 week’s notice is required to cancel a place and fees will be charged for that period.
* Payments should be made in advance for each half term, by cash, cheque or bank transfer
* Invoices will be issued at the start of each half term
* We accept payment by voucher, e.g.Kiddivouchers, Edenred, Busy Bees
* We are registered to accept Tax Free Childcare through the Government scheme.
* Reminders will be issued after a period of 2 weeks
* Non payment by the end of the half term will result in the loss of a child’s place (Please refer to our Non Payment Policy)
* **Depending on the circumstances, we reserve the right to charge parents for late collection of a child. (Please refer to our Non-collection of Children Policy)**

**Funding for Early Education Entitlement**

15 hours funding per week is available the term after a child’s third birthday, the cut off dates are 31st March, 31st August and 31st December, i.e. if a child’s third birthday falls in September, funding is not available until 1st January.

Children can extend their hours using the 30 hour Free Childcare Entitlement or pay the fees for the additional hours.

We receive government funding for 38 weeks per school year, although we are open for 39 weeks, less 5 training/inset days. Parents will not be charged for training days.

Some younger children may be eligible for funding the term after their second birthday, this being based on family income, looked after children, children with special educational needs.

Feesare reviewed each year and revised if necessary to ensure we meet our overheads.

This policy was agreed at a meeting signed – T Pattison (Preschool Manager)