

**Fee Policy (10.1)**

**This fee policy covers the period 1st September 2022 – 31st August 2023**

1. **Session days and times**

Trinity Pre-School currently offers the following sessions:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Morning Session**  **(3 hours)** | **Afternoon Session**  **(2.5 hours)** | **All Day**  **(2 sessions = 6 hours)** |
| **Monday** | 9.00am to 12.00pm | 12.30pm to 3.00pm | 9.00am to 3.00pm |
| **Tuesday** | 9.00am to 12.00pm | 12.30pm to 3.00pm | 9.00am to 3.00pm |
| **Wednesday** | 9.00am to 12.00pm | 12.30pm to 3.00pm | 9.00am to 3.00pm |
| **Thursday** | 9.00am to 12.00pm | 12.30pm to 3.00pm | 9.00am to 3.00pm |
| **Friday** | 9.00am to 12.00pm | 12.30pm to 3.00pm | 9.00am to 3.00pm |

Hours can be combined to include morning, afternoon and all-day sessions dependent on age, availability at registration or on request.

It may be possible to swap or add an additional session on an ad hoc (one-off) basis. The Administrator should be contacted to check availability.

1. **Cost of Sessions**

Fees are as set out in Appendix A and relate to:

* Weeks not funded by Nursery Education Funding (NEF)
* Additional services that are not linked to a funded place

NEF covers 15 hours per week for 38 weeks per year spread over 3 terms – Autumn (1st September to 31st December), Spring (1st January to 31st March), Summer (1st April to 31st August). This includes hours at other Nurseries or Pre-schools.

30-hour funding was introduced by the Government in September 2017 for working parents / carers of 3 and 4-year-olds who meet the qualifying criteria ([www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). These sessions are funded by the Local Authority and are known as the ‘Free Extended Entitlement’. If you are eligible for this funding it is your responsibility to re check your eligibility every 3 months.

A minimum of 4 weeks’ written notice to permanently decrease the number of hours attended or to withdraw a child must be given. If insufficient notice is given the full fees remain payable for the 4 weeks. Trinity Pre-School reserves the right to retain any NEF funding for this period and to charge the parent or carer for any hours not covered by NEF. This may affect eligibility to claim NEF at another pre-school/nursery in South Gloucestershire.

Up to the age of three, if not funded by NEF, a discount of 10% of the fee payable will be applied to twins starting at the same time.

**Late collection**

In the event of late collection of a child, Trinity Pre-School reserve the right to charge for each additional minute (see Appendix A).

**Administration Fee**

A non-refundable fee (see Appendix A) will be charged when a place has been accepted. This goes towards administration costs and the use of an all-in-one rainsuit by each child during their time at Trinity Pre-School.

**Snack**

Snacks are available at each session for which a small charge is made (see Appendix A).

**Special Events**

When a special event takes place, for example the Christmas Nativity or a Trip, the Committee may determine a variation to the normal session time and charge. Parents/carers will be advised accordingly. These charges may exceed those applicable to standard sessions.

1. **Payment of fees**

Any fees not covered by NEF are due at the beginning of each term and should be paid within 7 days from receipt of an invoice from Pre-School. If additional sessions have been requested or a child has not been collected by the official end time and Trinity Pre-School have as a result provided additional childcare facilities, a separate invoice for payment will be issued.

From 3rd January 2022 our bank, HSBC, started charging us the following:

Account Maintenance Fee: £5.00 per month

Branch credits:

* Paying in cash and/or cheques £0.40 each time we pay in

Paying in cash: 0.40% of the value deposited on top of the branch credit

Paying in cheques: £0.40 per cheque on top of the branch credit

Due to these new charges we are asking parents to make any payments to the Pre-School by Electronic Bank Transfer, Tax-free Childcare payments or Childcare vouchers. If this is not possible or you prefer to pay by cash/cheque we will be adding a charge of £1.00 to each fee/snack invoice. We apologise for this but we cannot cover these costs ourselves.

If there is a difficulty with payment of fees this can be discussed with the administration team, the Chairperson or Treasurer in confidence and alternative payment options may be agreed.

**Holiday and illness absence**

Due to overheads such as rent and wages we regret that there can be no refund or reduction of fees for absences due to holiday or illness. If a child has a funded place we are able to claim NEF under these circumstances as long as parents submit to the Pre-School a written explanation for any absence between 5 and 20 consecutive days. If a child is absent for more than 20 consecutive days, sessions will be charged at the normal hourly rate as set out in Appendix A until their return to Pre-School or the child’s place will be forfeited. If payment is not made fees will be collected in accordance with this policy.

**Outstanding fees**

If the payment of fees is outstanding for more than 7 days the following action will be taken:

* A verbal reminder or letter/email will be given/sent requesting payment of outstanding fees within the next 7 days.
* After a further 4 days if fees are not paid a late payment fee (see Appendix A) will be applied and a written request for payment will be made.
* After 14 days if fees still remain unpaid the child’s place will be forfeited.

This policy was reviewed at a meeting of Trinity Pre-school Bradley Stoke Committee

Held on 06/04/2022

Date to be reviewed April 2023

Signed on behalf of the Provider **Roger Smale**

Name of signatory Roger Smale

Role of signatory (e.g. Chairperson) Chairperson

**APPENDIX A**

**Trinity Pre-school Fees**

**For the year 2022-23**

|  |  |
| --- | --- |
| **Administration Fee** | £30.00 |
| **Children aged 2½ years – 3 years**  Hourly rate  Morning (3 hours, 9.00am – 12.00pm)  Afternoon (2½ hours, 12.30 – 3.00pm)  All day (6 hours, 9.00am-3.00pm – 2 sessions) | £5.90  £17.70  £14.75  £35.40 |
| **Children aged 3 years or more**  Hourly rate  Morning (3 hours, 9.00am – 12.00pm)  Afternoon (2½ hours, 12.30 – 3.00pm)  All day (6 hours, 9.00am-3.00pm – 2 sessions) | £5.50  £16.50  £13.75  £33.00 |
| **Other charges:**  Late collection fee (per additional minute)  Late payment fee | £1.00  £10.00 |
| **Snack Fee (per session)** | £0.40 |
|  |  |
| **Fee for paying by cash/cheque** | £1.00 per payment received |