



## Fees and Admissions:

This policy was revised March 2022.

*This information can be found Pre School handbook for your reference.*

## Fees, Sessions Times and Funding

Our session times and prices are as follows:

- Morning session: 9:00 to 12:00 (£16.50)
- Afternoon session: 12:30 to 15:30 (£16.50) or 13:00 to 16:00 (£16.50)
- Lunch club: 12:00 to 13:00 (extra £5.50 or £2.75 if collecting at 3:30)
- Early drop off: 8:00 to 9:00 (extra £5.50) or 8:30 – 9:00 (£2:75)
- Late pick-up: 16:00 to 17:00 (This session is charged at £6:00 or £7.00 as an ad hoc one off attendance. From September 2021, it will not long be included in 15 or 30 hours funding – see below for more information on this session)

So, 9:00 to 3:30 would be: £16.50 + £2:75 + £16.50 = £35.75.

Or, 9:00 to 4:00: £16.50 + £5:50 + £16.50 = £38.50.

Please note, priority for lunch clubs will be given to those saying all day as there are a limited number of places.

### Fees Policy

- ❖ Fees are charged termly (Autumn, Spring and Summer) with invoices sent within the first two weeks of starting/returning.
- ❖ Fees are due for payment in full or if requested, can be split into three instalment payments.
- ❖ Invoices must be paid on time and received by the requested/agreed date – see below for more details on late payment.
- ❖ We advise that should parents/carers experience difficulties in payment they should immediately speak to the Pre-School Administrator who will refer the case to the Pre School Management Team.
- ❖ Fees are chargeable for all absences, including sickness or holidays.
- ❖ In case of prolonged absence, parents should first speak to the Pre-School Manager.
- ❖ We offer 10% discount on session fees to parents with twins or triplets.
- ❖ If possible, changes in fees will be made from the beginning of the new academic year; September. The Directors reserve the right to make changes to fees at other points of the year with reasonable notice.
- ❖ Please note, we will only run the late session, for a minimum of 3 children. If numbers do not reach this, we will give parents at least 4 weeks notice before the start of term. We apologise for any inconvenience this may cause but as a setting we cannot continue to run this session at a loss.

### **Late payment:**

- ❖ As a registered charity with limited funds at our disposal, we require parents to pay bills promptly. A child's continued attendance at the setting is conditional upon payment of necessary fees. If no payment has been made a month after the invoice has been sent, we reserve the right to withdraw the child until the bill has been settled.



- ❖ If a payment date is missed, you will receive one reminder and payment must then be received within 48 hours or a late payment fee of £10 will be applied. For parents who repeatedly pay late (more than twice per academic year), a £10 charge will automatically be incurred.
- ❖ Cheque bounces will incur a charge of £5 to cover bank fees.

#### **Deposit:**

- ❖ Upon return of your child's application forms, you will be asked for a deposit of £100. This will be deducted from the first month of fees once your child starts with us or refunded in the first month if your child is funded.
- ❖ This is a commitment to attend and Pre-School is unable to refund this fee if your child declines the place and does not start at the setting.

#### ***Withdrawal, swaps, notice period:***

- ❖ If you withdraw your child from Pre-School for any reason we must ask for four weeks written notice and fees are required for the notice period. This is applicable to both funded and unfunded children.
- ❖ Pre-School is unable to refund the deposit if your child withdraws, defers or does not start at the setting.
- ❖ We must receive 4 weeks notice for session swaps, changes or cancellations.

#### **Funding and Childcare Vouchers**

All our sessions, except the late session 4:00 to 5:00, can be covered by 2 or 3 year county funding as long as they don't go over 15 hours, or 30 hours if receiving the extended hours funding. We don't ask for any subsidies.

For further information on county funding please see refer to:

- [www.westnorthants.gov.uk/get-help-paying-childcare](http://www.westnorthants.gov.uk/get-help-paying-childcare)
- [www.middletoncheneypreschool.com/fees-times-funding](http://www.middletoncheneypreschool.com/fees-times-funding)

#### **2 Year funding**

For those who think they are eligible for 2 year funding, apply at For those who think they are eligible for 2 year funding, please apply at <https://www.westnorthants.gov.uk/get-help-paying-childcare/free-early-education-and-childcare-2-year-olds> and complete the online checker. If you are eligible you will receive a code which then needs emailing to the Pre School Administrator. Please don't apply more than 6 weeks before the start of term as codes do expire. Also funding is awarded from the county the Pre School is located in so even if you live in Oxford, you need to apply via Northamptonshire.

#### **15 or 30 hours funding**

15 hours funding will automatically apply the term after your child turns 3. For those applying for [30 hours funding](#), it is the responsibility of the parents/guardians to apply, obtain and every 3 months re confirm the 30 hour funding code. Children are eligible to receive this funding the term after they turn three. Below are the deadlines for applying:

- ❖ Autumn Term - apply by the 31st August
- ❖ Spring Term - apply by the 31st January
- ❖ Summer Term - apply by the 31st March



Codes and National Insurance numbers must be sent to the pre-school administrator by the above deadline dates. For more information please email [admin@mcpreschool.co.uk](mailto:admin@mcpreschool.co.uk) or please see our funding page [www.middletoncheneypreschool.com/fees-times-funding](http://www.middletoncheneypreschool.com/fees-times-funding).

### Early Years Pupil Premium (EYPP)

Children who are currently claiming the Free Entitlement for 3 and 4 year olds, who meet certain eligibility criteria, could be eligible for the EYPP. This is a premium available to the childcare provider to be used to improve facilities, equipment and learning experiences to benefit the growth and development of your child. Children will be eligible if their parents are in receipt of one or more of the following benefits:

- Income support
- Income based jobseekers allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16190)
- Working Tax Credit run-on

OR if they have been:

- Looked after by the local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and subject to a child arrangement order setting out with whom the child is to live.

If you think you may be eligible, you need to visit the Northamptonshire County Council website searching for and complete the questionnaire. You will be given a decision immediately along with a reference number which you need to give us.

### Childcare vouchers and Government Tax Free Childcare Scheme

We accept all childcare voucher and we are also registered to received payment through the [Governments Tax Free Childcare](#) funding scheme.

### ***Funded hours Policy***

- ❖ In the case of funded places, it is a parents / carers responsibility to check that their child is eligible. If the funding application is declined, Middleton Cheney Pre School will re-invoice the parent / carer. Information can be found at the below link. Please ensure you apply for any funding through Northamptonshire and not Oxfordshire. Funding is awarded through the county the preschool is located and not your residence.  
[www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx](http://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx)
- ❖ For those awarded 30 hours funding, you must reconfirm your eligibility every three months. If you fail to due this funding maybe withdrawn and Pre School will re-invoice the parent / carer.



❖ For those receiving funding, the maximum hours we can claim for is 570 for 15 hours and 1140 for 30 hours per qualifying year – this is calculated on a 38 week term. Any hours exceeding this will be payable and you will be notified at the start of the term which exceeds the allowance to discuss payment.

❖ Please note for those receiving funded hours, funding currently covers all available hours/sessions at the setting.

However:

- Hours are agreed and returned at the start of term
  - Ad Hoc lunch clubs, late pick ups and breakfast clubs will all be invoiced and not returned to county.
  - Ad hoc sessions of three hours or more (ie extra morning, afternoon or all day session) will only be returned to county if we are able to at an adjustment window, otherwise these will also be invoiced.
  - To request additional sessions please contact the Pre School who will confirm availability and whether or not payment will be due. An invoice for the session will be raised following the extra session.
  - From September 2021, the late session, 4:00 to 5:00 will be fee paying and not returned to county. The cost for this is £6:00 when booked in advance or £7 as an ad hoc session.
- ❖ To cover staff costs, any parents collecting after 5:00 will be charged £10 for every 15 minutes over e.g, arriving at 5:25 pm will be £20 charge.
- ❖ We will always try and maximise the number of hours we can return to county but we can no longer offset bank holiday closures or staff training days for invoiced hours over 15 or 30. We will select which hours are returned at the start of the funding period and inform parents of these. No adjustments will be made for closure days.

**Term Dates**

Term dates are posted in the foyer and on our website.

**COVID-19 amendment**

- ❖ In the unlikely event of us being instructed to close i.e. national or regional lockdown due to COVID and are, therefore, unable to offer our full service, we will seek legal advice and inform parents of any decisions with regards to fees and funding as soon as possible.