



Lavenham Pre-School
Lavenham Village Hall
Lavenham
Sudbury
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Charging Policy

Aims:

To make our Pre-school as accessible to as many families in the community as possible by ensuring that our fees are competitive. We rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore, the following policy will apply:

Funded Places:

- We are registered to provide DfES Early Years Education Funding free entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.
- Funded places funding is available for each child from the term following the child's third birthday, for a total of up to 15 hours (universal) or 30 hours (extended) each week during term time.
- For the purpose of funding, terms are recognised as:
 - 1 st September – 31st December
 - 1 st January – 31st March
 - 1 st April – 31st August
- Funding is also available for some 2-year olds, providing they meet the criteria laid down by Suffolk County Council. For those 2-year-old children that are eligible for funding this will start from the start of the term following their 2nd birthday. We can signpost parents/carers for assessment of those criteria
- Parents/carers claiming 15hrs funding are able to use these between the hours of 9.15am – 3.15pm, our current sessions times are available from the Pre-school or speak to the manager.
- Parents/carers in receipt of extended 30hrs can use their free entitlement across all of our opening hours.
- The pre-school will claim funding on behalf of the child and will ask parents to sign a declaration form stating the number of hours for which you are claiming grant funding.
- Please note our opening hours for "Breakfast club" and "little Owls" are subject to demand.

Non-funded Places:

- Children who are not eligible for funding, or who wish to attend sessions in excess of 15/30 hours per week, will need to pay the current fees established by the setting.
- The fees are reviewed annually and parents are notified in writing 4 weeks in advance of any price increase.
- We do not offer discounts for siblings or for children of staff members.

Procedure:

- Invoices are issued for payment in advance, at the beginning of each half term and are required to be paid within 14 days.
- There is the option to pay using a payment plan, to be paid as agreed by parents/carers and the manager, if parents prefer. Parents/carers **must** discuss such arrangements with the manager. A payment plan must be agreed and signed by the parents. Failure to make payments as agreed will mean their contract will revert back to our payment policy and a £50 charge may be added to the bill and full immediate payment will be required
- It is preferred that parents/carers pay fees by bank transfer (BACS). If fees are paid by cash or cheque cheques are to be made payable to 'Lavenham Pre-school'.

Non-payment:

- Overdue fees will be chased. If invoices are not paid within 14 days, or a payment plan contract has not been agreed with the manager, £50 administration costs may be added onto the outstanding amount. If your child's fees are still not paid within 5 working days, your child's place will be terminated and your child will lose their place. You will remain responsible for the unpaid fees.
- **If you are in financial difficulties regarding payment of fees you must contact the manager as soon as possible to discuss the options available to you.**

Additional sessions:

- If additional hours are required on an Ad-Hoc basis, and we have availability, these can be booked at short notice. Payment of AD-Hoc sessions will be required in advance where possible. Otherwise an invoice will be produced and payment must be made soon after.

Notice Period:

- If your child is leaving our setting, 4 weeks' notice in writing to the manager is required. For government funded children transferring to another setting, ask for advice from the manager.

Holidays and Sickness:

- Fees remain payable during any periods of absence through sickness or holidays and includes when the Pre-school is closed.

Emergency Closure:

- In unavoidable and exceptional circumstances, such as bad weather e.g. snow, notifiable infection or consequential damage following a fire, flood, etc, it may be necessary to close all or part of the Pre-School at short notice. In common with most settings, it is not the Pre-School policy to refund fees in such circumstances.

Pre-School Holidays and Closures:

- Pre-school is open term time only. We are closed bank holidays. Parents are not charged for bank holidays. We will review whether we will open during school holidays depending on demand from the local community.

Trips and Outings

- If a trip or outing is organised by the pre-school, the pre-school may decide to ask parents for extra fees to cover this.

(name of provider)

This policy was adopted by

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____