



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

Fees and Funding Policy

St George's Pre-school operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. You are able to purchase day-care sessions for children during term time on:

Monday/Wednesday/Friday 9am - 12 midday and/or 12 midday - 3pm
Tuesday/Thursday 9am - 12 midday

We follow the same term dates as Hinton First School.

Booking, Fees and Billing

- The fees charged by the pre-school from 1st June 2009 are £3.47 per hour which works out as £10.41 per session. Fees will usually increase in line with the Nursery Education Funding rate. Notice of 4 weeks will be given of any fee increase.
- All sessions reserved must be paid for. This includes if a child is absent due to short term sickness (1-7 days) or holiday. If a child has long term sickness, then charges will be reviewed on an individual basis.
- You will not be charged for Bank Holidays or INSET days.
- Invoices will be sent out within the first month of each term and fees are to be paid by the half term break.
- Fees may be paid in full or by instalments by individual negotiation.
- Fees should be paid by cash or cheque or by Direct Transfer (please contact the administrator for this option).
- The fee charging periods are:

Autumn Term: 1st September - 31st December

Spring Term: 1st January - 31st March

Summer Term: 1st April - 31st August

Charity Commission No: 1046014

The School House, West Street, Hinton St George, Somerset TA17 8SA

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This is in line with the Government Nursery Education Funding periods.

- Your child will be allocated a start date based on their age and your request. If you decide to delay their start from this agreed date, then full fees will be payable in order that your child's sessions can remain reserved.
- 4 weeks notice of a cancellation of a place is required or full fees for 4 weeks will be charged.
- If a place is applied for and then the application is withdrawn with less than 4 weeks notice, then a penalty fee of £30 will be charged in order to cover administration costs.
- Late collection of your child will result in extra charges being added to your bill unless there are extenuating circumstances. These charges are as follows:

£5 per 15 minutes at lunch time

£10 per 15 minutes at the end of the day

It is expected that children will be collected promptly. Should there be unavoidable circumstances and you know you will be late to collect; you should do your best to contact the pre-school and inform them of the situation. Charges may be waived in these cases. Repeated late collections may result in the child's place being reviewed.

Procedure for collection of late payment/non-payment of fees

1. The pre-school will offer for fees to be paid by instalments.
2. If fees remain unpaid by a given date, a letter will be sent requesting the first instalment within 14 days from the date of the letter.
3. Should the fees remain unpaid after the initial 14 days, a second letter will be sent requesting payment in *full* within 14 days from the date of this letter.
4. Should fees still remain unpaid, we will proceed to reclaim the outstanding amount through the small claims court.

St George's Pre-school is sympathetic to financial difficulties and we will actively encourage a mutual agreement in order for fees to be paid. If you think you may have a problem paying fees by the date given, then you should contact the administrator immediately so that the situation can be resolved.

Nursery Education Funding (NEF)

We are in receipt of NEF for 3 and 4 year olds. This will be available from the term *after* your child's 3rd birthday. NEF will fund 15 hours per week for a limited number of weeks per term. The claim may be divided between different providers.

You will be sent further information closer to the time that your child becomes eligible. At this point we will require you to supply a copy of the child's birth certificate and fill in a child registration form. A NEF parent declaration form should then be completed for each term's claim.

All the fees charged relate to those hours or weeks not funded by the NEF. Parents will be required to pay for any hours or weeks which exceed the NEF allowance.

Childcare Vouchers

If your employer has the facility for you to claim childcare vouchers as part of your salary, please see your employer who should be able to supply you with the necessary paperwork to begin claiming.

Working Tax Credit

If you receive working tax credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM Revenue and Customs website (HMRC) at www.hmrc.gov.uk/taxcredits

Termination of the Contract

St George's pre-school reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure. At all other times 4 weeks notice in writing will be given.

This policy was formally reviewed on 29th April 2009 by

Helen Harding (Chair)

Alison McNee (Secretary).....

Policy will be reviewed in March and September of each year as necessary.