

Fees

Voluntary Registration Fee

Whirley Pre School is a registered charity reliant on donations to run, so we suggest a voluntary donation of £10 to cover the administration costs for registration and administering the waiting list.

If you wish to make a donation, this can be made by cash, by cheque to **Whirley Pre School Group**, or by direct bank transfer to Whirley Pre School Group, RBS bank a/c number 10094776, Sort Code: 16-24-32.

Pre School Fees

- Pre School fees are charged at £12.50 per 3 hour session for older children (those eligible for FEEE, see below) and £13.50 for younger children.
- Fees are calculated on a yearly basis (September – July, or part thereof if your child is not attending a full academic year) and are due in advance, in equal monthly instalments commencing on 1st day of the month in which your child is due to start.
- Parents/Carers will be issued with an invoice prior to their child commencing Whirley Pre School and must ensure that the first payment is made by the date stated on the invoice. Receipt of the first payment will be required to secure your child's place.
- Fees should be paid by Standing Order / Regular Payment to Whirley Pre School Group's bank account (Account details on invoice). Childcare vouchers and cheques may be accepted by prior arrangement with the Pre School Treasurer. We also accept payment via Tax Free Childcare. Please visit <https://www.childcarechoices.gov.uk/> to check if you are eligible for Tax Free Childcare.
- For families experiencing financial difficulties we can offer a flexible payment system on arrangement with the Pre School Treasurer.
- Non-payment of fees will be followed up in writing, giving the date of when any outstanding payment must be received. If fees are not paid within 2 months of the date they were originally due, the child's place will be forfeited and the parents notified of this.
- If your child is absent from Pre School for whatever reason, fees still have to be paid as running costs remain the same.
- Any charges incurred by Pre School due to unpaid or overdue fees or returned cheques will be charged to the payee.
- A minimum of four weeks written notice of withdrawal of your child is required, otherwise another four weeks fees will be payable.
- Each child's attendance at the Pre School is conditional upon the continued advance payment of any necessary fees.
- Fees are calculated on the basis that the Free Early Education Entitlement (FEEE, see below), will be claimed at the earliest opportunity and that it will be offset in full against your child's sessions at Whirley Pre School. If this is not the case, for example if your child attends another nursery/Pre School too, then you must notify Whirley Pre School at least 8 weeks before FEEE commences, and the fees due for the year will be recalculated as appropriate.

Deferred Places

If you choose to accept a place for your child but to defer the start date to a later date than that offered, fees will become payable from the start date offered by Whirley Pre School (not the later date you choose for your child) as the place cannot be offered to any other child.

AD Hoc Sessions

Parents/Carers can inform a member of staff if they wish to book an extra Ad Hoc session for their child. This will be granted depending on availability in the session (max 24 children per session). The member of staff will record the date and time of the session and payment will be due on the day, by cheque or cash. Ad Hoc sessions are charged at our current rate (see "Pre School Fees", above). The payment for the session will be noted in the Ad Hoc file and a receipt will be given.

Free Early Education Entitlement (FEEE)**Q - When is my child eligible for free sessions?**

A – Children receive their Free Early Education Entitlement (FEEE) from the term after their third birthday as follows:

Children born between 1st September and 31st December are eligible from January (Spring Term)
 Children born between 1st January and 31st March are eligible from April (Summer Term)
 Children born between 1st April and 31st August are eligible from September (Autumn Term)

Please note that we are also registered to accept funding for two year olds but are unable to take children under the age of 2 and a half years.

Q - How much is my child entitled to?

A – All 3 and 4 year olds are entitled to claim up to 15 hours per week for 38 weeks per year. At Whirley our Pre School sessions are 3 hours long, so up to 5 sessions can be claimed, depending upon space availability. Children from working families are entitled to claim up to 30 hours per week. Please visit <https://www.childcarechoices.gov.uk/> to check if your family are entitled to claim 30 hours and to obtain a 30 hours code. We are open for 24 hours per week so up to 24 hours can be claimed with us and the remainder can be used with another setting or childminder. 30 hours codes MUST be renewed every 3 months to remain valid. Failure to apply for or renew a 30 hours code before the beginning of each term may result in loss of the 30 hours entitlement for the full term and parents will be charged fees at our current rate for any sessions we have not received funding for.

Q – How do I claim free sessions?

A - Parents of children who are eligible for FEEE will be advised of their eligibility at the earliest possible time. All parents of children who are claiming FEEE funded sessions at Whirley Pre School will be issued with a Parent Declaration Form each term. This is to be completed IN FULL and returned to Pre School by a designated date to enable Pre School to claim funding on your behalf for the child, and to ensure that parents are not claiming more than their statutory free entitlement for their child. Failure to return the Parental Declaration Form by the specified date could result in your child not being included on the FEEE claim form, this would mean loss of income to Pre School and therefore parents would be charged fees equivalent to the cost of the FEEE funded sessions. Parents of children who are eligible for funded sessions and who choose not to claim them at Whirley Pre School will be charged fees at our current rate (see "Pre School Fees", above).

Policy reviewed 11/09/19

Ellen Brown
Treasurer

Date of next review September 2020