

## **Administration**

### **4.2 Fees and Funding Policy**

#### **Policy statement**

It is the aim of Rainbow Preschool to provide the highest level of care and education at an affordable price to everyone in our local community. This we attain by careful budgeting, fundraising by parents, and claiming Early Years Funding (EYFS) for all eligible children.

We welcome children and families from all sections of the community and believe that all children and families should be able to access the childcare and support they need, regardless of income or economic background.

Rainbow Pre School is a registered charity and as such does not make a profit.

This policy sets out Rainbow Pre School's expectations with regard to the payment of fees and funding. Parents and carers should familiarise themselves with the detail of this policy as it contains important information about; deposits, payment of fees, EYFS eligibility, sickness/holidays within term time, late collection, notice periods and emergency closures.

This policy should be read in conjunction with the following other policies;

- Assisted places policy (4.1)
- Non payment of fees policy (4.3)

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

### Procedures

Parents/carers accepting a place at Rainbow for their child enter in to an unwritten contract with us where we provide pre-school education in return for a fee. They also agree to accept and adhere to all policies in place, including our Fees & Funding policy and our Non Payment of Fees policy. We urge all parents whose financial circumstances make payment of fees difficult to contact us at an early stage to work out a suitable agreement or payment plan – see 'Non Payment of Fees policy' and 'Assisted Places policy' for more details.

### Fees

Fees include; all session fees (except any hours covered by funding) and snack fees. All fees are reviewed annually by the management committee. The current session times, fees and payments for additional services are:

- Morning sessions: 9.15am-11.45am
- Afternoon sessions: 12.15pm-2.45pm
- All day: 9.15am-2.45pm (includes packed lunch club from 11.45am-12.15pm)

If the child is not funded or you would like to do additional sessions to their funded hours the sessions will be charged at:

- £12.25 per morning/afternoon session
- £26.95 for full day including packed lunch session

The snack fees are:

- £5.25 per half term per session

**Deposits**

Deposits are made as an initial payment to reserve a child's place and as such are strictly NON-REFUNDABLE. Places which are subsequently taken up will have the amount of the deposit paid, deducted from their fees. Places, which are not taken up, are NOT entitled to a refund of their deposit.

**Payment methods**

Payment of fees is dependant on the amount of payable sessions and snack fees the child is having. The payments will either be MONTHLY STANDING ORDER, INVOICED HALF TERMLY or INVOICED TERMLY and will be agreed on an individual basis based on the total amount due.

**EYFS eligibility**

Under the Early Years Funding Scheme, all children are entitled to access up to 15 hours per week of early years provision from the term following their third birthday. Some children are entitled to up to 30 hours funding based on criteria set out by the government. This can be taken over a minimum of 38 weeks and can be spread up to a maximum of 50 weeks per year (up to a maximum of 570 hours). Rainbow Pre School will access this funding on the child's behalf and in order to do so, parents will be asked to complete a declaration form and proof of identity each term.

Children who are eligible for EYFS but whose parents choose to claim the funding for all or some of their sessions at another setting, will be asked to pay the current EYFS sessional rate for the sessions not claimed at Rainbow Pre School (up to the maximum offered by Rainbow).

**Sickness/holidays**

All Fees are still payable in full during absences during term time including sickness and term-time holidays. Discretion may be given by the committee for long-term critical illness, and each case will be looked at on an individual basis.

### Late collection

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff when a child is collected later than the official session end time. A fine of £10 on each occasion for persistent offenders is also payable.

### Notice periods

For parents/carers wishing to remove their child from Rainbow, we operate a strict four week notice period **during term time**. Notice period must be written. This is necessary in order to minimise any financial loss whilst offering the place to another child.

For children in receipt of EYFS funding, the funding will cover the notice period provided the child continues to attend Rainbow during this period. If a child leaves before the notice period has expired, parents/carers will be invoiced for the remaining amount, based on the current sessional fee, as EYFS can only be claimed for sessions a child is in attendance.

### Emergency closures

In the case of a bad weather closure, those children paying session fees will have their fees refunded for the sessions that the Pre School is unable to open. All other emergency closures will be considered on an individual basis.

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This policy was adopted at a meeting of	Rainbow Pre School
Held on	20/04/20
Date to be reviewed	2020/2021
Signed on behalf of the management committee	
Name of signatories	Lisa Brown & <a href="#">Lucy Daybell</a>
Role of signatories (e.g. chair/owner)	Co-Chairs

Deleted: Lucy Willoughby