

Runnymede Pre-school
Fees, Funding and charging policy

We provide accessible childcare at an affordable rate to all children. We are a registered charity and we do not make a profit, all of our income is used to support the provision of a high quality service with highly skilled and experienced staff.

Our fees and charges from September 2022

<u>Fees per session:</u> 9.00am - 12.00pm	£18.75
9.00am – 3.00pm	£37.50

We are open from **8.30 am** for breakfast club. The charge for this is £3.00 which includes breakfast.

You may use funded hours if you still have hours available, a charge of 50pence will be payable if you use funded hours.

Please note: fees are to be paid 4 weeks in advance, not arrears.

Four weeks' notice is required prior to leaving, otherwise four weeks' fees will be charged in lieu.

We would appreciate payment via internet banking as all cash deposits now incur bank charges.

When paying via internet, banking details are:

Account name: Runnymede Pre-school Charity Number 301250

Account number: 60769568

Sort code: 20-70-93

Reference: Your child's surname.

Accepted current payment methods are:

BACS online payment

Edenred

Childcare voucher scheme

Childcare tax credits

Invoicing

You will be invoiced half termly, the invoice will be sent directly to your Tapestry account. To make payments easier the half term will be split into 2 payments, for example if the half term is 6 weeks long your 1st installment will be for 4 weeks and your 2nd instalment for the remaining 2 weeks will be due 4 weeks later.

Any consumable charges will be invoiced separately so they can be seen clearly and separate from any fees.

Extra days

If you would like extra days or extended sessions for your child please ask to find out if places are available. Please think ahead for when your child will be entitled to grant funding and let us know **now** so that we can add your name to our list. Extra sessions cannot be guaranteed.

Missed sessions

You will still be charged if your child misses a session. There may be circumstances where you will not be charged for a missed session. This is at the discretion of the Manager and the Treasurer.

Late or missed payments

If a payment has not been met a reminder will be sent via your tapestry account. If the payment is received no further action will be taken. If payment is still not received we will follow our procedure in our non payment of fees policy.

We do ask all our families to let us know if they are having difficulties making payments so we can help to make other arrangements.

All our policies can be found on our website or you can ask for copies to be sent to you.

Funded sessions

All children are entitled to 15 hours ECC funded sessions per week from the beginning of the term **after** their 3rd birthday. Please return the form ASAP if you have not already done so, otherwise fees may become your responsibility to pay.

You may be eligible to claim 30 hours of funding, certain criteria will apply and you can find out more about this on the government website

<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Funding for 2 year olds and extended 30 hour funding

To see if you are eligible and to find out if you can receive help with child care costs please visit:

<https://www.gov.uk/childcare-calculator>

You will need to apply for the extended 30 hours funding and also for the 2 year funding and receive a code which we will need at the pre-school. Without this code we cannot claim your funding entitlement.

Early year's pupil premium

If your child is of 3 or 4 years of age we may be entitled to receive additional funding if your child meets the eligibility criteria. Please add your details to the funding form if

you think your child may meet the criteria as this means additional training, resources, focused intervention etc. will be available to our setting which will greatly improve the outcomes of our children in their early years. If you have any questions please ask.

Charging for consumables

Our government funding is intended to cover the cost of delivering 15 hours or up to 30 hours of childcare a week for the 38 weeks we are open. It is not intended to cover the cost of snacks or consumables.

We have introduced a consumables charge which has become necessary for our sustainability and to help maintain the quality of our provision.

Our consumable charge for funded children from September 2022 will be :

For a 3 hour morning session the charge will be 50 pence, this includes a snacks and consumables.

For a 6 hour full day session the charge will be 75 pence which includes snacks and consumables.

We are very aware of the impact the additional charges may have on families, if you would like us to consider an alternative solution for you please let us know. The consumable charge does not apply to our Funded 2 year old children or our disadvantaged families.