

WINTON PRE-SCHOOL Fees and Funding Policy

Fees are reviewed annually at the Pre-school A.G.M to which all parents are invited to have their say. 2, 3 and 4 year olds may be eligible for the Early Education Funding (EEF) provided by the Local Education Authority.

From April 2016 fees for two year old children will be charged at £5.00 per hour. Fees for three and four year old children will be charged at £4.30 per hour.

Opening times are as follows:-

Monday	9.00 – 1.00pm
Tuesday	9.00 – 1.00pm
Wednesday	9.00 – 12.00pm
Thursday	9.00 – 1.00pm
Friday	9.00 – 1.00pm

Parents / Carers who receive Early Education Funding (EEF) for their three years and four years old child will be required to pay a fee of £4.30 for every hour over the 15 hours per week, funded by the Local Education Authority.

In special circumstances, Parents /Carers who receive funding for their two years old child will be required to pay a fee of £5.00 for every hour over the 15 hours per week, funded by the Local Education Authority.

The LEA provides Early Education Funding for 38 weeks of the year, consisting of 15 hours per week. The funding is flexible and per hour. The lunch club can be included as part of the funding.

All fees are expected to be paid whether the child actually attends the session or not i.e. if the child is sick or takes holiday during term time.

In the event that the Pre-School closed due to adverse weather e.g snow the following procedures will take place:

- a note will be put on the door to advise that we are closed
- an announcement will be placed on the local radio station

Alternative day or refund of fees will be made in the following order:

- children receiving government funding will be given the opportunity to attend an alternative day as priority.
- children who pay additional fees or who are not funded and pay full fees will be offered an alternative day if possible. If it is not possible to offer an alternative day a refund of fees will be given of the day/days

If for any reason. a funded child's fees are stopped by the Local Education Authority, it is the responsibility of the child's parent/ carer to pay the outstanding fees to Winton Pre-school. Otherwise their child could lose their place at Winton pre-school.

All fees are payable in advance on a daily, weekly or half term basis from the 1st day the child starts at Pre-school. If for any reason, payments go in arrears and the minimum weekly payment is not paid, 10% interest will be charged on the **full outstanding balance** (including the interest that has accrued), at the end of each week.

In special circumstances, at the discretion of the Executive Committee, a fee discount of at least 1 session per week per family unit might be granted.

Persistent non-payment of fees may result in parents/carers being notified that their child will be removed from the register and therefore unable to attend Winton Pre-school. Every action possible will be taken to continue the provision of education for those families unable to pay fees because of genuine financial difficulties. In exceptional circumstances the Executive Committee may elect to waive part payment of fees.

In the event of a child leaving 4 weeks (term weeks) notice must be given. Any fees paid in advance will only be refunded if we have received 4 weeks paid notice. The same applies to any deposit paid. Only 2 weeks of holiday will be covered by the Early Education Funding (over 3 academic terms) and Parents / Carers will be charged for any additional weeks taken.

If a child is constantly late in being collected from Pre-School at the end of the session, as charge of £5 each time the collection is late will be applied.

Signed on behalf of Winton Pre-School.....Name of Signatory.....

Role of Signatory.....Date...../...../.....

Or to be signed by Parent when combined with a Registration Form.

Parent signature Date/...../.....

This policy will be reviewed in September 2019 or earlier if the Local Authority revise Early Education Funding at an earlier date.