

Starter Pack Fees

A £30 per child, £40 for twins, starter pack fee is required to join the waiting list. This is non-refundable unless the Pre-School is unable to offer a place at the start of the academic year before your child is due to start school.

Upon confirming your child's place the starter pack will include all the documents you need to fill in and return to us and full information for your child attending the setting. Your child will also receive a Tavistock Pre-School t-shirt. This fee is not applicable for two year old funded children who will have to purchase all uniform as required separately.

If a parent withdraws their child's place from Pre-School and subsequently decides to re-join then the fee will be re-applied.

Session Fees

15 Hours Funding

Funded three and four year old children are entitled to 15 hours per week of free Early Years Education funding during the Hampshire School term only, beginning the full term after their 3rd birthday (January, April, September). They cannot have more than 570 free hours in each eligible birthday year unless qualifying for the 30 hours funding. A parent declaration form needs to be signed by the parent/carer and the child's birth certificate needs to be shown as proof of eligibility.

30 Hours Funding

30 hours funding is made up of the entitled 15 hours universal funding per week and a further 15 hours of funding per week of free Early Years Education Extended funding, entitling your child to 30 hours per week, 1140 hours per birth year. Please see the website www.gov.uk-childcare-calculator for more details. If eligible you will be given a code which the Pre-School

will need to claim your funding, you will also need to supply the Pre-School with your National Insurance number. The code is only valid for 3 months from the date of checking. The Pre-School will send reminder letters with the code needs to be reconfirmed. If it is not reconfirmed then we will be unable to claim the additional hours for the next term.

If your circumstances change and you are no longer eligible, then you will be asked to pay for the additional hours over the Universal funded 15 hours or your child's sessions will need to be changed.

Two Year Old Funding

There is specific eligibility for Two Year Old funding. If applicable, you will be given a code which the Pre-School will need to claim your funding, you will also need to supply the Pre-School with your National Insurance number. Please see the websites www.gov.uk/help-with-childcare-costs and www3.hants.gov.uk/2-year-old-offer-2 for more information. Please note that two year olds are only eligible for 15 hours funding. Any additional hours will need to be paid for.

EYE Parent Declaration Forms

An EYE parent declaration form will be given to the parent/carer to complete when the child is eligible. This form will only need to be resigned if you make any changes to your sessions during the school year. You will receive a new form to complete and sign every school year or when your child turns three.

Fees for the term will be payable if the parent/carer fails to return their EYE parent declaration form by the stated date and the Pre-School is therefore unable to claim that child's funding for the term.

If a child joins after the Pre-School has submitted its funding application, or extra sessions (which are extra to entitled funding) are added after the funding submission, the cost of these sessions for the remainder of the full term will be charged to the parent/carer, as funding for that child's place will not start until the following full term. The funding

submission dates are set by Hampshire County Council and vary each year. The Pre-School Manager can advise you of these dates.

Extra Hours

Children who attend more than the eligible funded 15 hours per week will be required to pay the additional cost of £5.80 per additional hour. Children who are eligible for funding but also attend another Preschool or Nursery may take sessions at a combination of Pre-Schools or Nurseries, however, for any session where we do not receive funding we will charge the full amount of £5.80 per hour. Non-funded children under the age of three, who are not eligible for two year old funding, will be charged the full amount of £5.80 per hour.

Other Fees

Lunch Fee: Children who attend the Pre-School between 11.45am and 12.45pm are given the choice of lunch. Parents/carers can either provide a packed lunch from home or the preschool can order a cooked lunch from Hampshire County Kitchens. The cost of lunch is set by Hampshire County Kitchens and charges are added to the monthly invoice. If your child has chosen cooked lunches and will be absent for lunch then we will need to be notified by 9.15am. If we do not hear from you then your child's lunch will be ordered and the cost will show on your monthly invoice. If you have cancelled your child's lunch then we will credit your account accordingly.

Late collection Fee: If a parent/carer is between ten and fifteen minutes late collecting their child we will ask them to sign the Late Collection Register. If they sign this over three times during each half term, they will then be charged a full hour of childcare (£5.80).

If a parent/carer collects more than fifteen minutes after the child is due to be collected then we will charge an immediate late collection fee of £10.

If your child is away on holiday or is ill, fees still need to be paid, as the Preschool's running expenses remain the same. However, if your child has a prolonged illness, please consult the Manager to discuss attendance at the Preschool and appropriate fees.

Any bank charges that the Pre-School incurs due to unpaid cheques will be passed directly onto the parent/carer.

Pre-School closure: In the event of the Pre-School being closed due to circumstances beyond our control (such as extreme weather conditions/multiple staff illness when no supporting cover is available) we will refund fees by issuing a credit note.

Extra ad hoc Sessions: Children can attend upon request and subject to availability extra sessions. These sessions will be invoiced separate to the monthly invoice and payment will be required within 14 days of the invoice having been raised. In the event of a request for a child to attend an extra session, where payment for the normal sessions is often paid late, then the Pre-School will ask for payment of the extra session to be paid in advance.

The procedure for payment of fees is charged per hour and are payable monthly in advance. Invoices are emailed by our bookkeeper at the beginning of the month in which they are due and each child's attendance at the Preschool is conditional upon prompt payment of these fees. Payment is due within 14 days of the invoice date. Payment can be made by cash, cheque or BACS. Any cash must be handed to the Manager in the office and signed for.

Childcare vouchers: We accept payment for fees and lunches from some accredited providers. Please see the Manager if you wish to pay this way.

Leaving us: Non-funded children and those exceeding the government allowed 15/30 hours are required to give us four weeks' notice. If four weeks' notice is not given, parents/carers may incur charges up to a maximum of four weeks.

When a child leaves the Preschool, all outstanding amounts owed are to be paid by the day that the child leaves.

- All fees for hours and lunches where applicable are invoiced monthly, in advance.

- Invoices will be emailed during the first working week of the month to which the invoice relates.
- We accept the following methods of payment for fees: BACS, cheque, cash and childcare vouchers. Please contact the manager or bookkeeper for more details. The bookkeepers contact information and preschool BACS details can be found in the foyer.
- Cash payments for any purpose can only be made between 8.45am and 9am or 2.45pm and 3.15pm each day. A manager and parent/carer's signature is required in the office. Parents/carers are responsible for ensuring ALL cash is signed for. If no signature is obtained at the point of payment, the Pre-School will accept no liability for those monies.

Procedure for non-payment of fees (including payments due following a notice period)

Parents/carers are encouraged to speak to the manager if they have any queries about the fees policy, or if, they are likely to have any difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Preschool.

1. After 14 days, if no payment is received, a statement will be put in the child's tray.
2. After 28 days, if no payment is received, a final reminder will be given to the parent/carer requesting payment within one week with a warning that paid sessions/lunch will be removed. A copy of this policy will also be included.
3. After 35 days, if no payment is received, any paid for sessions/lunches will be removed and reallocated.
4. After 42 days, if no payment is received, Court action will be taken against the parent/carer in accordance with guidelines from Her Majesty's Court Service.
5. At any point the parent/carer can request for the debt to be paid in instalments. The amount and timescale of the payment plan will be agreed between the parent/carer

Fees

and Manager, then approved by the Treasurer. If the parent/carer defaults at any time during the agreed period, then the debt will be referred back to one of the appropriate stages above.