



Registered Charity No. 1035670

## Fee Policy

Beckley Preschool is a non-profit making charity with many overheads, i.e. staff wages, rent, insurance, provisions and materials. We rely on prompt payment of fees to cover these expenses. We occasionally plan fund-raising events to help raise more money for new equipment. Please support us during this time.

### Preschool Funding

Every three/four year old is entitled to Early Years Education Entitlement [EYEE] funding. The funding comes into effect the term after your child becomes 3 years old and can be split and used over any number of different settings. The EYEE covers 15 hours per week for a total of 38 weeks per year. This funding continues until the child starts primary school, and is paid directly to the Nursery.

The funding periods are

- Spring 1st January to 31st March,
- Summer 1st April to 31st August
- Autumn 1st September to 31st December.

To obtain the EYEE parents must complete an attendance declaration form for each funding period and the child must be attending from the time of the head count day at the beginning of each term. This form must be returned to the Administrator by the deadline given in order to qualify for funding.

You are required to pay for all hours above the 15 hours funded sessions that your child attends.

Children who join the preschool mid-term are not covered by the funding, unless arrangements are made with the Child's previous setting to transfer the fees to us.

Children taking more than 2 weeks holiday a year, in term time, may be asked to refund this part of the EYEE to East Sussex and therefore have to pay for these sessions.

We also offer the following funding:

- 2 year old funding for families in receipt of certain government support – 15 hrs p/week
- 2 to 4 year old funding for working families – up to 30 hrs p/week

This funding depends on eligibility and requires a code that is supplied by the parent after making an application online. We can only provide this funding if we have an eligible code.

### Our hourly rate from September 2025 is £7.00

Fee increases will be monitored by the Committee and generally take effect from 1<sup>st</sup> September each year or in between if needed to.

Please speak to the administrator for further details.

### Session Fees

We reserve the right to charge fees for any session not paid by Early Years Education Entitlement funding, e.g. if a child's funding is allocated to a different provider, or if the child begins attending preschool before they become eligible for funding.

If necessary we will increase fees annually, usually in September. Any increase will be discussed at a Committee Meeting and parents/carers will be notified in advance via a letter.

Fees are paid full term or half-termly, in advance.

The administrator will issue a bill at the beginning of each term, which must be paid approximately one week from receiving it.

Beckley Preschool The Village Centre Main Street Beckley TN31 6RN 01797 260582

Email: [info@beckleypreschool.co.uk](mailto:info@beckleypreschool.co.uk) Web: [www.beckleypreschool.co.uk](http://www.beckleypreschool.co.uk)

## **Voluntary Contributions**

Unfortunately the EYEE grant for 3+4 year olds does not cover our running costs only the “childcare”. Rather than charging an hourly shortfall amount, which would result in considerable cost to families expecting “free” childcare, we have introduced a contribution of £1.00 per 1 funded hour to cover the cost of toiletries/snacks etc. This amount will be shown separately on the termly bill but payment is greatly appreciated and will help in ensuring that the setting remain financially sustainable.

## **Absences**

Fees continue to be payable if a child is absent without notice or for a short time, including for sickness and holidays.

In cases of prolonged absence (over four weeks), parents should contact the preschool manager or bursar about fee payment. Each child’s attendance at the group is conditional upon continued receipt of any necessary fees or EYEE Funding.

Fees are still payable for days which the setting has had to close due to reasons outside of our control, i.e. adverse weather, power cuts and/or natural disasters.

Fees will not be payable for the hours designated as ‘Sports day’.

Fees will be payable for the hours designated as the “Leavers School trip” for all children who don’t attend on that day.

Fees will be payable for the hours designated as a “Party” (Christmas party or end of year party) for the children who don’t attend on that day.

We are unable to swap funded days with a non-funded day.

## **Siblings**

Families paying for more than one child will be eligible for a 10% reduction for the second child.

## **Late pick up**

Everyone accepts that on rare occasions emergencies occur which make it difficult to pick up children on time and for this reason all staff will always be sympathetic and do their best to support and reassure the child.

However there have been recent incidents for repeated and unexplained lateness in collecting children. This is not acceptable for both the child and the staff. It always distresses the child and unsettles it, and it means that two members of staff have to remain behind with the child until the parent/carer comes.

This has a financial impact on the settings. Reluctantly for this reason, we have had to introduce a scale of charges for late pick-ups. This is as follows:

First 5 mins – NO FEE

6 – 15 mins - £10

16 – 30 mins - £20

31 – 45 mins - £40

46 – 60 mins - £50

If a child has not been collected by 1 hour after the session has finished and we have had no contact with the parent/carer, we have a duty of care to inform Childrens’ Services.

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## **Change in Sessions**

- Parents should give 2 weeks' notice if a decrease in the number of sessions is required.
- An increase in sessions, change of hours or a change of day, will be subject to availability and must be arranged with the preschool manager.

Notice of a child leaving the setting should be given at least 1 half term in advance and fees will be payable up to the end of the notice period.

## **Difficulties with Fee payment**

- If a parent/carer has any problems regarding the payment of fees, they must immediately contact the Manager or Bursar before fees mount up and the possibility of debt occurs.
- In exceptional circumstances, to assist payment, the preschool may be able to arrange weekly, rather than half-termly, payment of fees. This will only be approved after consultation between the Parent/Carer and the Manager.

## **Late or Non-payment of Fees**

An invoice is issued at the beginning of each term and is payable by the date shown on that invoice. If payment is not received by this date, but a satisfactory explanation is received by the Bursar, 1 further week will be allowed.

However if payment is still not received and no satisfactory reason is given in writing to the Administrator children will only be able to attend for those sessions covered by the EYEE (if this is applicable) and will not be allowed to return until all outstanding amounts are paid in full.

(In these circumstances the Committee will consider each case individually and give assistance and advice as appropriate before the child is unable to attend sessions- please speak to the Manager at the setting if this situation arises)

Fees are still payable for children taking holiday in term time and if away due to sickness. (Long term illness will be considered on an individual basis).

You will be required to read and sign a 'Parental Agreement' form to indicate that you agree with this policy.

This policy was adopted by the Management Committee of Beckley Preschool on 22<sup>nd</sup> May 2008. It has been reviewed on 8<sup>th</sup> November 2021.

Signed on behalf of the management committee:

Name of signatory:

Role of signatory:

Date: