

COMMUNITY KIDS PRE-SCHOOL & AFTER SCHOOL CLUB

**Tolbury Mill Hall, Higher Backway, Bruton, Somerset,
BA10 ODP**

Tel: 01749 813933 Mobile: 07596 766869

www.communitykidsbruton.co.uk

Fees, Funding and Non Payment
Policy

Statement of Intent

Community Kids operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Opening hours

We are open to provide care for all children aged 2-11 Monday-Friday from 8am-6pm. Term time only.

Preschool operates

Monday - Friday, term time only. 9-3pm

Booking, Fees and invoicing

Invoices are handed out the first week of term showing how much is due for the term. Fees must be paid by invoice due date.

Fees continue to be payable even when a child is absent without notice or for a short time. In cases of prolonged absence, i.e. months, then parents should consult the Manager about fee payment

The fees for Community Kids as of September 2018 are:

8-8.40am	Breakfast Club- Includes breakfast and taking the registered children to Bruton Primary School.	£4.00
9-12	Preschool Session (doors open at 8.55am)	£12.00
12-1pm	Preschool lunch- please provide a packed lunch or we can offer a cooked meal for £2.20 each day. We can supply water or milk to drink if necessary	£4.00
12-3pm	Preschool Session	£12.00
3-3.30	Preschool Extra	£2.00

3.30 up to 6pm	After School Club- For all children aged 2-11 years old. We collect children from Bruton Primary School and provide activities and snack. If your child is collected by 4.30pm the charge will be £4.00	£10.00
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Maintaining a child's place at pre-school is conditional upon continued payment of the required fees and or The Early Years Entitlement.

The Early Years Entitlement is only payable for a maximum number of hours as set by Somerset County Council. If your child attends more than the set hours with us and or another group, you will need to pay for the sessions not covered by the grant. This is payable at the start of term.

In the event of fees becoming more than two weeks overdue, the child's hours may be reduced to EYF only or place offered to another child. Please avoid embarrassing situations by paying your fees on time. If however you are experiencing difficulties paying your fees please contact a member of staff before it becomes a serious problem as we may be able to help you.

One month's notice is required for any changes to your child's hours. This may be done by speaking to a member of staff, e mail or phone call.

All cheques should be made payable to Community Kids. Please put cash in an envelope with your child's name. This is logged in the payment book. Direct debit payments can be set up. We also accept child care vouchers.

There is a late collection fee of £5 for every 5 minutes you are late in collecting your child if you have failed to tell us you will be late. Please phone the setting prior to the end of the session.

If the setting has to close or is unable to open due to unforeseen circumstances we have to follow our emergency closure policy. If community kids cannot offer a service due to closure parents will not be charged. But if the setting is open and it is parental choice not to access the setting they can be charged.

Early Years Entitlement Funding (EYE funding)

We are in receipt of EYE funding for two, three and four year olds; this will be available from the funded period after your child's second or third birthday.

EYE funding entitlement calculated following the Somerset Code of Practice. Parents can claim 570 per year. We can now offer 30 hours funding between 9am-3pm preschool hours, term time only. Funding will not be charged on bank holidays or inset days. EYE funding will not be claimed.

Parents can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total.

If your child is eligible for EYE funding you will need to complete a Somerset County Council registration form (in registration pack), and show proof of birth certificate or passport for your child. If you have any queries, please ask.

If a child's legal documentation is not produced then the EYE funding will not be able to be claimed. Therefore, the parents will be charged our normal prices for the sessions.

If parents wish to use EYE funding and to have additional hours, then these will be charged for at our normal session prices.

Working Tax Credits

If you receive working Tax Credits you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0345 300 3900 or visit HM Revenue and Customs on <https://www.gov.uk/browse/benefits/tax-credits>

Termination of the Contract

Parents/carers are required to give four working weeks' notice of their child leaving the pre-school in writing. Fees are payable if the child leaves before the end of the period. This also includes claiming the EYE funding.

The setting reserves the right to terminate the contract without prior notice in the event of unsuitable behaviour or the non payment of fees following the non payment of fees procedure.

Arrears monitoring and non payment

If your payments are not made weekly as arranged then the following procedures will take place;

We will give you a verbal reminder.

We will send a letter asking for payment within 14 days.

If after 1 month your account is still not paid then we will meet with you to set up a debt recovery plan where we will agree a sum of money to be paid in instalments. This will be written down and both parties will sign the agreement.

Upon continued non-payment of account, recompense will be sought through the small claims court and your child's place at the setting be lost.

Fees are periodically reviewed by the Committee.

Links to other policies and legislation

- Admissions Policy
- Every Child Matters Outcome: Achieve economic well-being

- Somerset Code of Practice
- Children Act 1989, 2004
- Childcare Act 2006
- Data Protection Act 1998
- Freedom of Information Act 2000
- UNCRC