



Brington & Whilton Pre-school

A Registered Nursery Education Provider and a member of the Pre-School Learning Alliance

Charging Policy

Policy Statement

Procedures

The fees charged reflect the safe and stimulating care and education services that Brington and Whilton Pre-school provide. They also allow for us, as a not for profit making charity, maintain high standards and ensure sustainability of the pre-school. We require the parents and carers to respect our charging policy and sign to accept this.

- ✓ Our setting provides for children who qualify for Government funding with fees being paid direct by Northamptonshire County Council. We offer three free sessions, two sessions of 3½ hours and one session of 2½ hours, a total of 9½ hours per week for children in the term following their third birthday. In order for parents to access these funds, parents are required to sign a declaration detailing the hours their child is claiming and also declaring if they are claiming any of the hours allowed at another setting. Parents will also be required to provide a copy of their child's birth certificate and a utility bill with their address on.
- ✓ Parents are very welcome to split the funding with one other setting which has a 38 week contract and each child is entitled to a total of 15 hours of funding. If hours are used over and above this at Brington and Whilton we shall charge the funding amount of £3.70 per hour.
- ✓ For children not entitled to government funding, as they are under three, fees will be £6.75 per session and lunch will be £2.25.
- ✓ All parents are asked to provide a healthy packed lunch.
- ✓ Charges apply for all sessions in term time whether the child attends or not, this includes holidays taken in term time. This ensures that the child's place is kept open and also that staff ratios can be maintained. Fees are not charged on Bank Holidays and Training Days when the Pre-school is closed.
- ✓ An invoice for fees will be issued to parents during the first term and fees are payable on receipt of this. Parents are requested to pay fees by cheques made payable to 'Brington and Whilton Pre-school'. Invoices are issued to include two terms, if this is difficult a cheque can be paid for Term 1, 3 and 5 and a post dated cheque can be given for the beginning of Terms 2, 4 and 6. An administration fee of £5.00 may be charged for late fees.
- ✓ If the pre-school carries out extra-curricular activities these may be charged for on a separate basis.
- ✓ One month's notice will be required for termination of this arrangement. This will need to be made in writing to the Manager of the setting.

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- ✓ If parents/carers have any issues with fees they should refer them to the Manager of the setting.
- ✓ The charging policy will be reviewed regularly and parents/carers will be notified, in writing, well in advance of any price increases.
- ✓ **Tax Credits** – Parents may be entitled to tax credits. For more information contact the Tax Credit helpline on 0845 300 3900 – Open 8am – 8pm, 7 days a week.

This policy was adopted at a meeting of	Brington and Whilton Pre-School	name of setting
Held on	<hr/> 21 st September 2010	(date)
Date to be reviewed	<hr/> 21 st September 2011	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	<hr/> Chair Person <hr/>	