



43) Fees & Payment Policy

Kingdom Pre-school intends to price its pre-school sessions fairly and competitively. Fees will be revised regularly to ensure that Kingdom Pre-School remains a suitable organisation, able to provide high quality early years education for your child. We have a rate of £4.00 per hour for all **booked** hours, this will be reviewed yearly, with 30 days written notice being given, prior to any fee changes.

Please understand that the whole ethos of our Pre-School is to help parents with quality and flexible childcare at a really great, affordable price. Making sure all parents pay on time and give plenty of notice, will ensure we are able to keep doing this. We are a 'Not for Profit' organisation that looks to benefit its local and wider community with low fees and re-investing its profits in other projects, so this organisation really needs to be cared for by its users.

Deposit

Kingdom Pre-School will require a deposit to reserve sessions for all new starters. Children, who are attending Kingdom Pre-School **only** for the Free Early Education hours are **not** required to pay a deposit. However, if your child is going to be attending for more than these hours, a deposit will be required before we can book them in for more than the Free Early Education hours. The deposit is a fixed amount to be paid for each child, which may be increased in line with fees. The deposit amount is currently £30 per 10 wrap around hours booked per week.

For example:

If you book your child in for up to 10 hours a week at £4.00 per hour, you will pay a £30 deposit. If you book your child in for up to 20 hours per week, you will pay a £60 deposit and so on. In the event of a non-payment of fee's, the deposit will be used and you will be at risk of losing your child's wrap around core place. The deposit will be held until your child leaves Kingdom Pre-School, when the deposit will be refunded in full, if all fees are paid up to date in your account and the correct amount of notice has been given. Any outstanding, unpaid fees may be pursued through the small claims court.

NB :



We will not allow a family to run up any bills that exceed £100 and 1 month in arrears. Once the £100 limit is reached and you are going more than 1 month in arrears, you will only be entitled to bring your child along for their F.E.E. entitlement – **No Extra Hours**. We will, off course, work with you the best we can on a payment plan to get your account up to date, but if no attempt to do this is made, then we will have to try and recover the monies through the small claims court, which may result in a county court judgement being registered if accounts still are not cleared.

Whilst the deposit only applies to fee paying children and not Free Early Education places, the first time your child attends for a session or wrap around care over your free Early Education Entitlement, a deposit of £30 will be taken as per the example shown previously.

Registration Free

Kingdom Pre-School charges a one-off, unreturnable registration fee of £30. This registration fee secures your child a place and covers all administration costs. We will provide each child with a Kingdom Pre-School Polo shirt once the fee has been paid.

If your child is only attending for the Free Early Education 15 hours this charge is waived but please be aware that as soon as your child attends any fee paying sessions or wrap around care hours this registration charge will apply, as will the deposit.

Payment

- Fees are payable monthly in advance.
- You will be invoiced in time to be able to pay at the beginning of each new month.
- Kingdom Pre-School accepts all registered childcare voucher providers, either for full payment or part payment of fees. If the voucher is in part payment, it is the customer's responsibility to ensure the outstanding balance is paid in full.
- For Free Early Education Funded places, we must have the correct paperwork filled in, on time to be able to offer you a place. This will be completed with you when you register with us. This is how we get paid for your child's funded hours. Without this we will be unable to offer your child a place.



- Kingdom Pre-School reserve the right to charge £5.00 per hour as an ad-hoc rate on the day bookings (if there is space available) and £2.50 for each meal that is booked on the day, ad-hoc.
- The parent/carer is ultimately responsible for payment of all fees.
- Fees will be reviewed annually and parents/carers will be notified a minimum of 30 days in advance of any increases.
- Payment methods are BACS, Credit or Debit card. We have a no cash policy within the Pre-School.

Bank Details:

HSBC

Account Name: Kingdom Preschool

Account Number: 61707477

Sort Code: 40-21-15

(Please use your child's initial and last name for reference)

Holidays

We are not open on Bank Holidays. We are also closed for 2 weeks at Christmas. If you intend to have your child here at Kingdom Pre-School for term time only, this needs to be stated when registering. We reserve the right to limit the amount of term time places we have available. You need to give 4 weeks written notice of holidays you wish your child to take for any booked wrap around care hours.

Illness and Notice Periods

Our nursery school provides its care based on good Staff ratios to children. We have to plan our staff rotas to make sure all children are well cared for and looked after. Good planning also helps us to keep our fees low. It is necessary to have certain notice periods in place to protect our staff ratios and fees.

- If your child becomes ill at the setting and needs to be collected, their fees are still payable for that day and any subsequent days of absence.
- Full fees are payable when a child is away from the setting because of illness for any period of time. Alterations for extended sick leave should be discussed with the Setting Manager.
- 4 weeks written notice needs to be given, if you decide to reduce the number of WRAP AROUND CARE hours your child is booked in for at Kingdom Pre-School. Failure to do so may result in you still being liable for the full payment of fees until you provide the correct notice in writing.



You will need to re-sign a booked hour's form again with the new hours set out going forwards. Your Free Early Education Hours are set in stone at the beginning of each full term. Parental declaration forms must be filled in prior to the start of each term to ensure your Child's Free Early Education place is guaranteed.

- If fees are unpaid, Kingdom Pre-School reserves the right to terminate the child's place without notice.
- Termination of your child's place needs to be submitted in writing to the Pre-School Manager, with at least 4 weeks' notice. Failure to do so will result in you being liable to pay your child's invoice for that 4 weeks period, regardless of whether they attend or not.

Extra Charges Incurred

Kingdom Pre-School reserves the right to apply a late collection charge of £15 for the first 15 minutes that you are late collecting your child, and then £5 per 15 minutes thereafter. This applies at the end of ALL sessions. Please make sure that you have informed us by phone on 01304 822226 if you are going to be late.

Invoices that are still outstanding by the end of week 2 for the period invoiced will be subject to a late payment charge of £10 & will keep incurring a £10 charge for every week that passes. If your child's fees are not up to date by the start of the next billing period then we reserve the right to withdraw your child's wrap around care place until you are up to date.

Free Early Education Funding for 2, 3 and 4 Year Olds

All children who are 3 years old and above are entitled to free early education funding the term after their 3rd Birthday. Some 2 year olds also qualify for free early education the term after they turn two. These sessions can be taken flexibly, please ask Kingdom Pre-School for the details of how you can take your hours in line with our sessions. If you wish your child to attend outside of their funded hours or entitlement, you will be charged at the full session rate plus a deposit for these hours. There is no registration charge, if your child attends only for their free entitlement. Your Free Early Education Hours are set in stone at the beginning of each full term. Parental declaration forms must be filled in prior to the start of each term to ensure your child's Free Early Education place is guaranteed. You must take a minimum of 2,5 hours per week to be able to use your entitlement.



Fees

Time	Session Name	Booked Rate	Adhoc Rate	Type of Care
8 am – 9 am	Breakfast Hour	£4.00	£5.00	Flexible
9 am – 1 pm	Morning Session Includes Lunch Hr	£12.00	£20.00	Sessional
12 pm – 4 pm	Afternoon Session includes Lunch Hour	£12.00	£20.00	Sessional
9 am – 4 pm	Full Day	£28.00	£35.00	Sessional
4 pm – 5pm	Tea Time Hour	£4.00	£5.00	Flexible
5 pm – 6 pm	Happy Hour!	£4.00	£5.00	Flexible

Booked rates are for the hours that are set in for a 4 week period. It's these hours you must give notice for. These hours will be charged on your booked hours from every time you make an alteration, and re-signed by you and the Manager.

Booking on the Day

Adhoc rates are booked on the day, this rate is 31 more an hour, so £4.50 per hour. These hours will need to be paid for on the day at drop off or collection. If they are not paid for on the day, they will be billed on your next monthly invoice. Failure to pay adhoc hours may result in your child losing their place with us.

Meals

Breakfast, Lunch and Dinner are available to purchase at Kingdom Pre-school. We provide healthy, nutritious, freshly prepared meals. These can be purchased at the set price of £2.00 for each meal, when booked in advance along with your hours or £2.50 on the day, as an adhoc booked meal.