



Fee's & Payment Policy - (Effective from 4th September 2017)

It is always Kingdom Pre-schools intention to price its sessions fairly and competitively. With that fees will be revised regularly to ensure that Kingdom Preschool remains a sustainable organisation and able to provide high quality early years education for your child. For the start of the new funding/academic year our fees will be as listed in the tables below; this will be reviewed yearly, with 30 days written notice given, prior to any fee changes being applied.

Please understand that the whole ethos of our preschool is to help to provide every parent with quality and flexible childcare at a really competitive and affordable price. The necessity for parents to pay on time alongside providing clear and defined notice periods will ensure we are able to continue to pass on these savings in the future. We are a “not for profit” organisation that looks to support its local and wider community with lower fees and then re-investing its profits in other projects. In order for the organisation to continue to support the community we ask that all our parents respect the rules and regulations within these policies outlined.

Registration Fee

Kingdom Pre- School will require a non-refundable registration fee to reserve a place for all new starters. This registration fee secures your child a place and covers all administration costs. Places cannot be reserved without full payment and completed registration forms. Children who are accessing a funded place and only intending to use funded hours, no wrap around care or paying for any meals, may reserve a place by signing registration forms and a parental declaration form only (providing this is no more than 6 weeks before the next full term).

Deposits

On your first invoice there will be a deposit. The deposit works on the basis of how many hours your child's place is booked for per week. If you increase your child's hours during their time with us we will need to take an additional deposit to cover this. The deposit will go up in increments of £50 per 10 hours booked for their place. If you have a 3 or 4 year old starting with us who is eligible for free early education funding then the deposit will be relevant to how many hours over and above the statutory 15 hours you book in for per week. For e.g. up to 25 hours per week will be £50, then it will go up at 30, 40 etc. Only children attending Kingdom Pre-School using their Free Early Education hours will not be 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 entitlement. Our deposits are fully refundable when your child leaves us, depending on whether your account is up to date and the full notice period has been given. Any outstanding, unpaid fees, may result in being pursued through the small claims court.



Table of Deposit Values

<u>Age</u>	<u>0-10 hrs pw</u>	<u>10-20 hrs pw</u>	<u>20-30 hrs pw</u>	<u>30-40 hrs pw</u>
18mths – 2	£50	£100	£150	£200
2 – 3	£50	£100	£150	£200
3 year old 15 hours FEE	£0	£50 (15-20hrs)	£100	£150
4 year old 15 hours FEE	£0	£50 (15-20hrs)	£100	£150

NB – We will not allow a family to run up any arrears. If you fall into arrears you will only be entitled to bring your child along for their F.E.E. entitlement – **no extra hours**. We will, of 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 has been made then we will have to try and recover the monies through the small claims court. This may result in a county court judgement being registered against you if the account isn't 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 will be taken as per the example shown previously.

Payment of Fees

- Fees are payable monthly in advance.
- You will be invoiced in time to be able to pay at the beginning of each new month.
- Invoices that are still outstanding, 7 days after issue will start to incur late charges.
- You will need to agree your set hours with us each full term, this will be done via a signed session agreement. We will allow you to increase your hours straight away if we have the space. However a decrease in hours can only happen with 4 weeks written notice by email or letter.
- Free Early Education Funded places require a signed parental declaration each term in order for us to claim your child's funding entitlement for their place with us, please make sure you sign one each term or we may have to withdraw your place. This will initially be completed with you when you register with us and termly thereafter.
- Once Free Early Education funding has been paid to a provider, in this case ourselves, if your child leaves part way through a full term, the funding is not withdrawn and given to the new setting. Kingdom are entitled to keep your funding as your place will have been planned for the term within our staffing ratios and holidays. Transferring it to another setting would remain at our discretion and will be looked at on an individual basis.
- Any hours taken extra as "One Off's" (i.e. not hours taken every week within your normal booked pattern) will be charged at our adhoc rate.
- The parent/carer is ultimately responsible for payment of all fees.
- Fees will be reviewed annually and parents will be notified a minimum of 30 days in advance of any increases.



Payment Methods

- Payment Methods are BACS or Debit/Credit Card, we have a no cash policy within the preschool. If you choose to use credit card then a fee of 2% will apply to your payment, Debit cards will be charged at 0.5% of the transaction. When our new connect system goes live you will have a parent pay app which you can download to your phone and settle your invoices through the app. This will not incur any charges. (info on this will be out soon)
- Kingdom Preschool 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 parent/carer's responsibility to ensure the outstanding balance is paid in full.

Bank Details

HSBC

Account Name: Kingdom Preschool

Account Number: 61707477

Sort Code: 4021115

(Please Use your Childs Initial and Last Name for the Reference)

Holidays

We are not open on bank holidays, unlike some full day care nurseries, you will not be charged for these days. We are also closed for 2 weeks at Christmas. All year round places are entitled to book 2 weeks of holiday per year as well as the times we are closed, any more than that will be charged at your normal hours whether your child is here or not.

Term time only places cannot book out any holidays during term time. Your funding will still be due to us and any fees you pay for wrap around care will still be payable despite being on holiday during term time.

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. It is necessary to have certain notice periods in place to protect our staff ratios and fees.

- If your child becomes ill whilst 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 insure 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 Preschool 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 week period, regardless of whether they attend or not.

Extra Charges Incurred

Kingdom Pre-School reserve 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 you have informed us by phone on 01304 822226 if you are going to be late.

Invoices 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 are two. The 15 FEE hours may be taken flexibly. If you wish to use your FEE entitlement with us and wish to do more than the 15 hours, we will bill you for your total hours and deducted your FEE hours off the bottom, so we will just use your first 15 hours a week as your funded ones. 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 insure your child's Free Early Education place is guaranteed. You may split your 15 hours of FEE between 2 settings with the signed parental declaration forms for both settings being in agreement. Funding cannot be transferred to another setting once it has been paid to us.

Examples of how you may use your FEE entitlement:

2 x morning sessions, 1 school day and 1 afternoon session = 15 hours

2 school days and a morning session = 15 hours

5 mornings = 15 hours

All our sessions are in multiples of 3 hours so you can choose what fits best for you, if you want to add breakfast club/lunch club/afterschool club/teatime hour or happy hour on, then you can use this as part of your funded hours or pay extra for them.



30 hours funding for eligible 3 and 4 year olds

In addition to the statutory 15 hours funding, the government are awarding eligible children an extra 30 hours funding from September 2017. This funding will need to be applied for separately through the government website childcarechoices.gov.uk. If you are a single parent who works or a family where both parents work you could be entitled to extra funding. Once you have applied on the childcare choices website it will give you an eligibility code if you meet this criteria. We will need this asap along with the hours you wish to book for your child.

Stretched Funding

The Free Early Education funding can be taken in 2 ways, whether it is the 15 hours you are entitled to or the 30. You can take it at 15/30 hours per week for 38 weeks of the year (Term Time Only). Or you can take it 12/22 hours per week over 48 weeks of the year "stretched". You can also take as many or as little hours of your entitlement as you want to. You may also share your funding between up to 3 providers at a time.

We have 3 sessions a day, you may not start or finish part way through a session, flexible hours only need to be taken an hour at a time. All fees are charged per hour, not half hour. There is a discount included below for children who are here for full days (8-6).

Our Fees Tables

We have 3 sessions a day, you may not start or finish part way through a session, flexible hours only need to be taken an hour at a time. All fees are charged per hour, not half hour. There is a discount included below for children who are here for full days (8-6).

Fees Table Lambs Room – Ratio 1:3 & 1:4 (18mth -2yrs)

Time	Session Name	Booked IN Rate	(on the day) Adhoc Rate	Type of Care
8am – 9am	Breakfast Hour	£5.00	£5.50	Flexible
9am-12pm	Morning Session	£15.00	£16.50	Sessional
12pm-1pm	Lunch club	£5.00	£5.50	Flexible
1pm-4pm	Afternoon Session	£15.00	£16.50	Sessional
9am-3pm	School Day	£30.00	£33.50	Sessional
3pm-4pm	After School Club	£5.00	£5.50	Flexible
4pm-5pm	Tea Time Hour	£5	£5.50	Flexible
5pm-6pm	Happy Hour!	£5	£5.50	Flexible
8am-6pm	Full Day	£45.00	£55.00	Sessional
	Registration Fee	£30	Non-refundable	
	Refundable Deposit	£50	per 10 hours booked per week	



Fees Table Lions Room – Ratio 1:8

Time	Session Name	Booked IN Rate	(on the day) Adhoc Rate	Type of Care
8am – 9am	Breakfast Hour	£4.50	£5.00	Flexible
9am-12pm	Morning Session	£13.50	£15.00	Sessional
12pm-1pm	Lunch club	£4.50	£5.00	Flexible
1pm-4pm	Afternoon Session	£13.50	£15.00	Sessional
9am-3pm	School Day	£27.00	£30.00	Sessional
3pm-4pm	After School Club	£4.50	£5.00	Flexible
4pm-5pm	Tea Time Hour	£4.50	£5.00	Flexible
5pm-6pm	Happy Hour!	£4.50	£5.00	Flexible
8am-6pm	Full Day	£40.00	£45.00	Sessional
	Snack Charges	£1.00	Per week	
	Registration Fee	£30	Non-refundable	
	Refundable Deposit	£50	per 10 hours booked per week	

Booking On the Day

Adhoc rates apply to every hour/session booked as an extra, outside your pre booked/agreed hours for the term. (whole-term) Jan-Mar/Apr-Jul/Sept-Dec.

Snack Charges

Snack charges only apply to the Lions room. This is an additional charge we are permitted to charge by the local authority to provide healthy snacks in the morning and afternoon sessions, in the same way we charge for meals. It is a weekly charge of just a £1 which goes towards providing fresh snacks for your child whilst they are here. Everyone pays the same rate regardless of whether they only use funding or pay for wrap around care.

The Lambs room snacks are included in the hourly rate.

Meals

Breakfast, Lunch & Dinner are available to purchase at Kingdom Preschool; we provide healthy, nutritious meals in line with the children's food trust guidelines.

	Kingdom Nursery School	Kingdom Kids Club
Breakfast	£1	£2
Lunch (sandwich and salad bar)	£2	£3
Tea	£2.50	£3



Kingdom Kids Club (Part of Kingdom Preschool)

All of the above fees policy headings apply to the afterschool club except where it talks about funded places, as there is no specific funding for afterschool clubs. However you are advised to try the childcare choices website to see if you are entitled to childcare tax credits etc. Any transport offered as part of the afterschool club is inclusive of our fees. We do not charge a different rate for walking bus or children who are dropped off at our premises. If we did, legally, we would be entering into the realms of a private hire taxi service which is not in our vision.

Fees Table After-School Club – Reception to Year 6

Time	Session Name	Rate
3.00-5.00	After School Club Main Session	£8.00
5.00-6.00	Extended Hour	£2.00
	Registration Fee	£30.00

PICK UP TIMES ARE STRICT

Unless agreed by prior arrangement because of exceptional circumstances we are strict on our pick up times for afterschool and holiday club parents. Picking up earlier than 5pm cannot be accommodated due to staffing and the ratios we like to keep, if you need to pick up earlier for special circumstances then please let us know beforehand so we know when to expect you.

Our Main session for After-School Club finishes at 5.00pm so the doors will be open at 5pm for these children until 10 minutes passed. The 6pm pick up will be from 5.45 until 6pm. If you are more than 10 minutes late picking up your child without notification we will charge a late fee of £5.

Early Pick-ups before 5pm and 6pm can only happen in special circumstances. Due to safeguarding and staff ratios we will not be able to open the doors at different times to these.

Fees Table Holiday Club – Reception to Year 6

Time	Session Name	Rate
9.00-4.00	Day Session	£20.00
8.00-6.00	Extended Day Session (Including all meals)	£30.00
8.00-9.00	Breakfast	£3.00
4.00-5.00	Teatime	£3.00
5.00-6.00	Happy Hour	£3.00
	Registration Fee	£30.00

Day sessions and any extra hours do not include meals for holiday club so your child will need to bring a packed lunch/tea meals at £3 each.

Extended day sessions do include all meals, snacks and drinks.



Again Pick Up times are strict at the end of the sessions.

Failure to pay fees on time will mean your child loses their afterschool club place, we have to be strict about this as we have a waiting list.

DISCOUNTS

Sibling Discounts for holiday club for a second child will be applied at 10% off your bill for the second child & 5% for the 3rd child and every other child thereafter, (excluding food, unless booked as part of an extended day session).

NB: There are no sibling discounts available for afterschool club due to demand and limited places available.

We do not offer an early booking discount anymore.

ONLINE BOOKING AND NEW SOFTWARE – September 2017

Come September we are going to be using new database software to manage our nursery systems. Communications will be coming out to parents over the next couple of weeks before the end of term. This software will run all our invoicing and booking in system and fee payment. You will automatically do everything online, via an app. We will not be able to take bookings for hours any other way once the system is up and running. You will be able to add on hours, book sessions for the new terms, see invoices, pay invoices and access your child's learning journey all at your fingertips.

We are very excited about this, it will bring us right up to date and offer you the best form of parent communication we can, throughout all areas of what we do.

This Policy was updated by Penny Seward, Managing Director 01/08/2017