



Woodham Mortimer Pre-School
Woodham Mortimer Village Hall
Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX
Telephone: 07742 228077
Website: www.woodhammortimerpreschool.org.uk
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Registered Charity Number: 1060526 DFES / OFSTED Number 650168
PSLA Membership Number: 20167

ADMINISTRATION

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs

4.4 – FEES AND FUNDING POLICY

POLICY STATEMENT

The Pre-School believes every child should be able to access a Pre-School place, regardless of economic background, and that the Pre-School is a valuable resource to the local community.

PROCEDURES

We aim to provide a suitable method of financing the running of a quality early years Pre-School, whilst supporting parents fund their child's Pre-School place.

Under the constitution adopted by the Pre-School Committee, the Committee has responsibility for setting the levels of charges for a session of attendance at the Pre-School. This decision will be made in the Summer term, to take effect at the start of the forthcoming academic year. As far as possible, the fees to be charged will be kept to a minimum, whilst remaining competitive within the local market and helping to maintain the Pre-School as a viable concern.

FUNDING

The term after your child's third birthday, he / she will be entitled to government funding for up to 15 hours per week for up to 38 weeks per year.

The Pre-School will give you a funding application form when your child is eligible for funding. Please fill in the form and return it to us as soon as possible with evidence of your child's age and address i.e. birth certificate and recent bank statement / utility bill (evidence is only necessary the first time when applying for funding). A new funding form is needed every term until your child leaves for primary school. These forms will be given to you at the end of each term. Please note that you will only be funded for the number of hours stated on your form for that term. If additional sessions are requested later in the term, an invoice will be issued for additional fees.

FEES

DAY	TIME	TOTAL HOURS	TOTAL COST (if not yet funded)	PACKED LUNCH
Monday	9.15 – 12.15	3	£12.00	X
Tuesday AM	9.15 – 11.45	2½	£10.00	X
Tuesday PM (Age 3+)	11.45 – 2.45	3	£12.00	√
Tuesday ALL DAY (Age 3+)	9.15 – 2.45	5½	£22.00	√
Wednesday)	9.15 – 12.15	3	£12.00	X
Thursday AM	9.15 – 11.45	2½	£10.00	X
Thursday PM (Age 3+)	11.45 – 2.45	3	£12.00	√
Thursday ALL DAY (Age 3+)	9.15 – 2.45	5½	£22.00	√
Friday	9.15 – 12.15	3	£12.00	X

Pay and Play Costs

DAY	TIME	TOTAL HOURS	P&P cost
Monday	9.15 – 12.15	3	£12.00
Tuesday AM	9.15 – 11.45	2½	£10.00
Tuesday PM (Age 3+)	11.45 – 2.45	3	£12.00
Tuesday ALL DAY (Age 3+)	9.15 – 2.45	5½	£22.00
Wednesday)	9.15 – 12.15	3	£12.00
Thursday AM	9.15 – 11.45	2½	£10.00
Thursday PM (Age 3+)	11.45 – 2.45	3	£12.00
Thursday ALL DAY (Age 3+)	9.15 – 2.45	5½	£22.00
Friday	9.15 – 12.15	3	£12.00

Registration Fee

There is a non-refundable registration fee of £25 which is charged to all non-funded children registering with the Pre-School. This fee covers administrative costs, guarantees a place for the child and also provides them with a Pre-School Sweatshirt, T-shirt and Car Sticker.

Snack Fee

A varied and healthy snack can be provided by the Pre-School for each session. The fee for this is 50p per session and is payable at the start of each term. If a parent / carer prefers they can supply their child with a healthy snack. This should be provided in a named container for each session they attend at Pre-School (eg. if they attend an all-day session, then two snacks should be provided as well as lunch) and be in accordance with the Pre-School Food and Drink Policy. If a child attends a session without a snack, then Pre-School will provide a snack for which an invoice will be issued. Please indicate initially on the Application Form and then termly on the session request form which option you require.

Fee invoices are issued at the end of term for the following term's fees. Payment is due prior to or during the first week of term. A "payment due by" date will be on the invoice in bold and if payment is not received by the due date, you will receive a red reminder. If payment is still not forthcoming, the offer of a place to your child will be withdrawn.

We accept payment by cheque made payable to Woodham Mortimer Pre-School, cash or Accor Childcare Vouchers. If you wish to pay by Childcare Vouchers, please contact the Finance Clerk for information.

If you have difficulty making a payment, please contact the Finance Clerk to discuss the possibility of a payment plan.

Please also see our Non-Payment of Fees and Withdrawing a Child From Pre-School Policies for full details

If you have twins, we offer discounted fees before government funding becomes available. Please ask for details.

Parents will not receive a refund if they remove their child / children from the Pre-School for holidays during term time.

Refunds for absence due to illness (of more than 15 days) may be considered at the discretion of the Pre-School Committee when supported by medical evidence.

If a place is no longer needed then we require half a term's notice period in writing to the Finance Officer. The sessions within the half term's notice period will still be charged for.

EMERGENCY CLOSURE

In the event of an Emergency Closure of more than 5 days, the Pre-School will arrange for refunds to be made to any families who pay fees and any funding from the local authority to be repaid, if required. This will usually be made by way of a reduction from the next term's fees, but may be in the form of a direct payment if circumstances require.

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting
Next Review Date	January 2011
Signed on Behalf of Woodham Mortimer Pre-School
Name of Signatory	Kayte Terrett
Role of Signatory	Chairperson – Woodham Mortimer Pre-School Committee