**Information and Records**

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| **Safeguarding and General Welfare Requirement: Information and Records**Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children.  |

**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, or after specific criteria has been met, the child’s second birthday, he / she will be entitled to government funding for up to 15 hours per week for up to 38 weeks per year.

Essex county Council will send you a letter if you are eligible to receive the 2 year old funding and will notify The Pre-School. 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.

**PRE-SCHOOL FEES**

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| DAY | TIME | TOTAL COST (if not yet funded) | **Sessions Required****Autumn Term** Sept start 2019 | **Sessions Required****Spring Term** Jan Start2020  | **Sessions Required****Summer Term**Apr Start2020 |
| **New!** Monday 9am  | 9.00 – 9.15 | £1.40 |  |  |  |
| Monday am  | 9.00 – 11.30 | £13.50 |  |  |  |
| Monday Incl. lunch  | 9.15 – 12.15 | £16.20 |  |  |  |
| Monday pm (No lunch)  | 12.15 – 2.45 | £13.50 |  |  |  |
| Monday All day  | 9.15 – 2.45  | £29.70 |  |  |  |
| Monday  | 2.45 - 3.30 | £4.05 |  |  |  |
| **New!** Tuesday 9am  | 9.00 – 9.15 | £1.40 |  |  |  |
| Tuesday am | 9.00 – 11.30 | £13.50 |  |  |  |
| Tues am Incl. Lunch  | 9.15 – 12.15 | £16.20 |  |  |  |
| Tuesday pm (No lunch) | 12.15 – 2.45 | £13.50 |  |  |  |
| Tuesday All Day  | 9.15 – 2.45 | £29.70 |  |  |  |
| Tuesday  | 2.45 - 3.30 | £4.05 |  |  |  |
| **New!** Wednesday 9am  | 9.00 – 9.15 | £1.40 |  |  |  |
| Wednesday am | 9.00 – 11.30 | £13.50 |  |  |  |
| Wednesday am incl. lunch  | 9.15 – 12.15 | £16.20 |  |  |  |
| Wednesday pm (No lunch) | 12.15 – 2.45  | £13.50 |  |  |  |
| Wednesday All day  | 9.15 – 2.45 | £29.70 |  |  |  |
| Wednesday | 2.45 - 3.30 | £4.05 |  |  |  |
| **New!** Thursday 9am  | 9.00 – 9.15 | £1.40 |  |  |  |
| Thursday am | 9.00 – 11.30 | £13.50 |  |  |  |
| Thursday am Incl. Lunch  | 9.15 – 12.15 | £16.20 |  |  |  |
| Thursday pm (No lunch) | 12.15 – 2.45 | £13.50 |  |  |  |
| Thursday All Day  | 9.15 – 2.45 | £29.70 |  |  |  |
| Thursday  | 2.45 - 3.30 | £4.05 |  |  |  |
| **New!** Friday 9am  | 9.00 – 9.15 | £1.40 |  |  |  |
| Friday am | 9.00 – 11.30 | £13.50 |  |  |  |
| Friday Inc. Lunch  | 9.15 – 12.15  | £16.20 |  |  |  |
| Friday pm (No lunch) | 12.15 – 2.45  | £13.50 |  |  |  |
| Friday All day  | 9.15 – 2.45 | £29.70 |  |  |  |
| Friday | 2.45 - 3.30 | £4.05 |  |  |  |

Registration Fee

There is a non-refundable registration fee of £30 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 and T-shirt.

Snack Fee

A varied and healthy snack can be provided by the Pre-School for each session. The fee for this is 35p 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 bank transfer, cheque made payable to Woodham Mortimer Pre-School, cash or Accor Childcare Vouchers. If you wish to pay by Childcare Vouchers, please contact Ami Whiskin, Treasurer for information.

If you have difficulty making a payment, please contact Ami Whiskin 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 Treasurer. 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.

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| This policy was adopted by | Woodham Mortimer Pre-school  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) | Chair Person,Woodham Mortimer Pre-school committee  |