

10.14 Schedule of Fees Policy



Our pricing is based on termly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one term before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one terms notice, by completing our *Notification of Leaving Date* form which can be obtained from our setting. We advise parents that entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

We offer up to 15/24 hours 15 minutes of Free Early Education 38 weeks of the year during term time only in the following way:

Totally free Universal pattern over 38 weeks: Two, three and four year olds will be funded to a maximum of 15 hours per week chosen from the sessions below. Places are limited and subject to availability.

Totally free Extended pattern over 38 weeks: Eligible three and four year olds will be funded to a maximum of 24 hours and 15 minutes per week chosen from the sessions below. Places are limited and subject to availability. You are responsible for reconfirming your 30 hour eligibility code with HMRC. Should this lapse for any reason and your code is unaccepted you are required to pay for the extended hours.

Chargeable patterns including Free Early Education hours

Days	Free Early Education Hours	* Pricing
Mon/Wed/Thurs 9:00am to 12:30pm	3 hours 30 minutes	£7.00 per hour if your child is not entitled to Free Early Education
Mon/Wed/Thurs Lunch 12:30pm to 1:30pm	Please provide a packed lunch	£7.00 for supervised lunch
Mon/Wed/Thurs 1:30pm to 3:45pm	2 hours 15 minutes	£7.00 per hour if your child is not entitled to Free Early Education
Tue 9:00am to 12:30pm	3 hours 30 minutes	£7.00 per hour if your child is not entitled to Free Early Education
Fri 9:00am to 12:00pm	3 hours	£7.00 per hour if your child is not entitled to Free Early Education
Fri Lunch 12:00pm to 1:00pm	Please provide a packed lunch	£7.00 for supervised lunch
Fri 1:00pm to 1:30pm	30 minutes	£3.50 per 30 minutes if your child is not entitled to Free Early Education

* Pricing for before the Free Early Education begins, and for any additional hours above the Free Early Education funded hours.

Half day sessions are available Monday to Thursday from 9:00am to 12:30pm.

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Please note that we also ask for a contribution towards consumables of £20 per child per term. ***For Free Early Education funded only children this is a voluntary charge.*** Please speak to the Manager in confidence if you are unable to contribute.

We charge a registration fee of £50 to secure your child's place. This will be credited against your first term's payment. (Should your child be eligible for FF2 funding, you will not be required to pay the Registration Fee).

Hours outside of your Free Early Education Entitlement will be charged as shown in the above table. You will be invoiced termly and these will be issued before the start of term. Payments must be paid in full and within seven days of issue. The invoices will show how many free hours your child has accessed in that period and what the additional charges are.

- Fees must be paid on a termly basis.
- All payments made under the Agreement should be by bank transfer, cash, Government Tax-Free Childcare Account and Childcare Vouchers if you already have an account set up. All payments, regardless of method, shall be made by you, within seven days of the date on the invoice. Late payments incur a late payment fee of £25.00.
- If payment has not been received within 14 days Mereworth Pre-School reserves the right to exclude a child for breach of contract. Therefore, the parents/carers will be emailed a letter in writing stating that their child is unable to continue at Mereworth Pre-School until all remaining fees are paid in full. Please note until arrears are paid in full your child will be able to attend for their funded hours only.
- Further information regarding non-payment can be found in our *Non-Collection of Payment Policy*.
- No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays; general and local election days and no refund is given for this closure as this has already been considered when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- Fees for Mereworth Pre-School uniform must be paid in full by cash or bank transfer prior to receiving the uniform.
- In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

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Date of Policy:	November 2021
Date to be reviewed:	January 2024
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	