Tring Stepping Stones Preschool Fees Policy

Pre-school Fees

Pre-school fees are £18 per session (9.15am-12.15pm) and optional Lunch Club (12.15pm-2pm) is charged at an additional £10.50 per session. Fees are paid in advance every half term. You will receive an invoice at the beginning of each half term. Fees are payable until the term after your child’s third birthday. After this time Hertfordshire will fund 15/30 hours childcare per week. Lunch Clubs will remain chargeable at £10.50 per session unless they are included within your funded hours allowance.

Subject to availability, it may be possible to book ad hoc morning sessions at a cost of £22.50 and ad-hoc lunch clubs (eg for a child who is not booked on for the half term but requires a lunch club at short notice) at a cost of £12.

Late Collection Fees

Please contact us as soon as possible if you are running late. If you are more than 10 minutes late collecting your child from their session, at 12.15pm for the morning session or 2pm for Lunch Club, you will be charged a late collection fee of £6 per 10 minutes (minimum charge £6). This charge will be added to your next fees invoice. This late fee may be waived at the discretion of the committee depending on the reason for late collection. If your child has not been collected after 30 minutes and we have not been able to contact you or any of your named contacts, we will refer to our Uncollected Child Policy and contact the relevant authorities for support.

Childcare Schemes

There are a number of government run childcare schemes to help with the cost of childcare. Working families may be eligible for tax-free childcare for children 0-11yrs or 30 hours childcare from the term after your child’s third birthday. For these and all other schemes to help with cost of childcare please refer to: <https://www.childcarechoices.gov.uk/>

Childcare Vouchers

Childcare vouchers are now closed to new applicants, however if you joined the scheme on or before 4 October 2018 you may still be able to keep receiving vouchers. This enables you to pay for childcare using pre tax and NI income. Please check if your childcare voucher provider is Tring Stepping Stones Pre-School registered or talk with your employer If they are not registered or you require further information please contact our committee Chairperson or [email@tringsteppingstones.org.uk](mailto:email@tringsteppingstones.org.uk).

Cancellation

If pre-school is cancelled for any reason beyond our control, e.g., the building being out of use, snow causing staff to be unable to attend, etc. a full refund for the cancelled session will be issued. This would usually be a credit for the next half term or a cheque issued at the end of the half term if no more fees are due.

Non-Attendance

Pre-school fees are still chargeable if the child is absent due to illness for a short period of time or on holiday. You will be liable for the first half terms fees once a place has been accepted and the £30 registration fee has been paid unless you cancel the place within 6 weeks of your start date. If your child has to be absent over a long period of time, talk to the Pre-School leaders or our committee Chairperson.

Notification of Leaving/Dropping Allocated Sessions or Lunch Clubs

We do require parents/carers to give half a terms notice to terminate a pre-school place or drop allocated sessions or Lunch Clubs. This means notice must be given before pre-school breaks up at the end of the term prior to the term you plan to leave, e.g. before pre-school breaks up for October half term if you wish to leave at the end of the Autumn term in December or before pre-school breaks up for Christmas if you wish to leave at February half term.

Extra sessions for the Autumn term and staff working days are agreed by 1st July, if you wish to change / reduce days/sessions or leave the setting, pre-school must be given notice by 30th June. This will give us the opportunity to finalise your child’s reports and learning journal ready for transition to the new setting.

If required notice is not given in advance then invoiced fees for the half term will be charged.

Un-Paid Fees and Late Payment of Fees

We expect all fees to be paid on time. If fees are not received by the last day of the half term, a £25 charge will be added to your next terms invoice. Where fees remain unpaid and no agreement can be reached over payment, we reserve the right to withdraw the pre-school place.

Difficulty in Paying

In the event of financial difficulties please come and speak with the pre-school leaders or committee Chairperson.

Tring Stepping Stones Pre-School is a registered charity. We are a not-for-profit organisation. The fees are needed to pay for our hall rental and staff wages.

# 2 year Old Funding

Pre-school offers places for children who are entitled to a 2 year old free early education place. Children have to meet certain criteria to be entitled to the 2 year old funding and they can start the term after their 2nd birthday. The funding covers up to 15 hours of pre-school provision. Please refer to <https://www.childcarechoices.gov.uk/>

3 & 4 Year Old Funding

Children aged 3 and 4 are entitled to 15/30 hours of free pre-school/childcare provision. The funding starts the term after the child’s 3rd birthday. We aim to offer the full 15 hours to children eligible for 2, 3 and 4 year old funding if capacity allows (as detailed in our admissions policy). If you are eligible for up to 30 hours of funding we can add on time for lunch clubs and we are happy to share funding with another setting, day nursery or childminder. Please check the other providers policy for sharing funding.

Feb 19 Amendments, updated fees, Registration fee and 6 weeks notice.

Updates to Childcare Vouchers

Updates for Childcare Schemes

Updates for sharing 30 hours of funding

December 2020- no changes

March 2022 –

Increase in fees Sep 22 £16 and registration fee £25. Changes made to notice for reducing days or leaving pre-school, clarifying half a terms notice and adding 30th June for reducing days or leaving for Autumn term.

January 2023 – amended fees to £16 and removed line stating increase for September 2022 as this has now passed and the fees have increased to £16. Registration charge now changed to £30.

June 2023 – Amended fees to £18 effective September 2023. Added additional fees of £10.50 for Lunch Club. Added that Lunch Clubs will remain chargeable once 15/30hrs funding starts unless included within allocated hours. Added Lunch Club to all sections in regard to requiring a half term’s notice. Added late fees payment charge of £25, Added late collection charges of minimum £6 and section regarding Uncollected Child Policy. Added ad hoc sessions available at £12 lunch club and £22.50 morning session.

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| This policy was adopted at a meeting of | Tring Stepping Stones Preschool |  |
| Date to be reviewed | **July 2024** |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory |  | |

Sign: Date:

**Staff sign as read and understood**

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| --- | --- | --- |
| **Staff name** | **Staff signature** | **Date** |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |

Updates and Changes

July 2023

Added Tring Stepping Stones Preschool to title. Removed line about fees being “effective September 2023” as term has now ended. Removed NIcke Cooke from the staff list.