

Preston Community Preschool

Fees procedures

Preston Community Pre-school has charitable status and is a non-profit making organisation. Fees are set by the Pre-school committee and are reviewed annually. The Trustees consider, the costs of staffing, the cost of the rent to Preston Baptist Church, perishable goods and the costs of replenishing pre-school toys, paper, stationary and play equipment.

Procedures

- Preston Community Pre-School offers full day or sessional care, Monday to Friday term time only, for 38 weeks of the year. Sessions run from 9am-12pm and from 12pm-3pm. Children can attend a single session or both sessions from 9am-3pm.
- Preston Community pre-school is open from 8.00am – 4pm.
- All Pre-school children either funded or non-funded can use their funding or alternatively pay to attend between the hours of 8.00am – 4pm.
- All 3-4-year-old children are entitled to 15 hours of free early years education per week for 38 weeks per year, from the term after their 3rd birthday. Any hours over the 15 hours per week, will be charged at £5.00 per hour. The cost for non-funded children is currently £5.00 per hour.
- Some 3-4-year-old children are entitled to 30 hours of free early years education, subject to fulfilling certain criteria. Further information can be found at [30 hours free childcare - GOV.UK \(www.gov.uk\)](#)
- 15 hours of early years funding is available for some 2-year-old children, subject to fulfilling certain criteria. Applications can be done online with an immediate response at <https://www.torbay.gov.uk/childcare2yo>
- Parents can extend their child's sessions by booking an early start or an extended finish at a cost of £5.00 per hour.
- Any parent who has not booked an extended afternoon but arrives after 3.00pm will be charged £2.50 per half hour or any part of.
- Preston Community Pre-school provides wrap around care for the pre-school children.
- The pre-school accepts cash, payment by bank transfer.
- All invoices will be sent via Tapestry. Paid monthly in advance of sessions taken.
- If parents wish to pay weekly, payment will be required in advance by prearranged agreement.

- Invoices will be sent out at the end of each month, itemising the full cost of funded sessions, non-funded sessions, booked early starts or late finishes, through to the end of the following month.
- If a child should miss any of their registered non funded sessions, the full fee will still be charged.

Late pick up after 4pm

- Parents'/carers' who arrive later than 4pm to collect their child the Pre-school will be charged £10.00 for the first 15 minutes, £15 for the second and £20 per 15 minutes after the first half an hour. Every attempt will be made to contact the parent/carer. If no contact is made, the pre-school Uncollected Child policy will be adhered to.

If a child is absent without notifying the pre-school

- If a child is absent for 1 week without explanation the pre-school will attempt to contact the parents/carer. If after 2 weeks, the child has still not attended Pre-school the Pre-school Trustee chairperson **Rachael Cresswell** will write on behalf of the Pre-school to the parents/carer.
- The letter will explain that, depending on the circumstances, the Pre-school reserve the right to withdraw the child's place 7 days from the date of the letter. Any outstanding bills must be paid including a further week for the notice required. The pre-school will take steps to recover any outstanding fees.

Funding requirements

The local authority will only fund a child's pre-school place for up to 3 weeks' term time holiday per year with a maximum of 2 weeks at a time.

Any time taken off for holidays more than the Local Authority will fund must be paid for by the parents/carers

Children are expected to regularly attend their funded hours / sessions. Any patterns of absence may be questioned by the Local Authority

Notification of a child leaving pre-school or reducing their hours

Parents/carers are required to provide us with a minimum of 4 weeks' notice of withdrawing their child from the setting and 4 weeks' notice to reduce their funded or non-funded hours. If insufficient notice is given parents/carers will be responsible for the full fees for their child for the full notice period of withdrawal or reduction in hours.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding

Preston Community Pre-School will endeavour to try and help any parent/carer who is having trouble paying their bill.

