



COUNTESS GYTHA

PRIMARY SCHOOL &
FOUNDATION UNIT

Fees Policy

Policy Statement

Countess Gytha Foundation Unit operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. Opening times and hours for the setting are 9am – 3.15/3.30pm Monday to Friday and is open 38 weeks per academic year.

Booking, fees and Billing:

Our session times are as follows:

Monday	9am – 12pm	12pm – 1pm	1pm – 3.15pm	3.15pm - 3.30pm
Tuesday	9am - 12pm	12pm – 1pm	1pm – 3.15pm	3.15pm - 3.30pm
Wednesday	9am - 12pm	12pm – 1pm	1pm – 3.15pm	3.15pm - 3.30pm
Thursday	9am – 12pm	12pm – 1pm	1pm – 3.15pm	3.15pm - 3.30pm
Friday	9am – 12pm	12pm – 1pm	1pm – 3.15pm	3.15pm - 3.30pm

Please note Countess Gytha Foundation Unit does not provide lunch for children, during the lunch session. Parents will need to provide their child's lunch.

For hours not covered by Early Years funding (see below), we charge £4.50 per hour for 2 year olds and £4.30 for 3 & 4 year olds.

All sessions must be booked in advance, via a pre-school booking form. New parents must complete a new enquiries form. Your child's name will be added to our current waiting list, we are unable to guarantee that the session you express an interest in will be available. Once your child comes to the top of the waiting list, we will contact via email to state what hours are available. You must also provide the pre-school with a copy of their child's birth certificate/passport. Your child cannot take up their place until this has been received.

Fees and funding are calculated on a termly basis. Parents are required to pay in advance, either termly, half termly, monthly or weekly.

Invoices will be issued during the first two weeks of term.

Fees are paid via ParentPay online, a login and password will be set up for new parents once child's place has been confirmed.

Fees when a child is absent are payable, as running costs still need to be paid by the pre-school. In the event of long term sickness, you can apply in writing to Countess Gytha Foundation Unit to request fees to be reduced or waived. Each case will be treated individually and at the preschool's discretion.

Emergency closure days (due to unforeseen circumstances) are not subject to charge/ or funding claimed in accordance with Somerset County Council's 'Code of practice'. We do not charge or claim funding for inset days or bank holidays.

If a parent/carer wishes to increase the hours their child attends the setting, they need to complete a permanent changes to hours form. A decision will be made with consideration to the settings waiting list and number of children already attending. You will receive confirmation in writing of your sessions, with a start date for any changes.

Should a parent/carer wish to decrease their child sessions at Countess Gytha Foundation Unit, a permanent changes to hours form must be completed, four weeks term time notice is required to decrease hours permanently. You will receive confirmation in writing of your sessions, with a start date for any changes.

Should a parent/carer wish to cancel their child's place four weeks' notice must be given in writing. Failure to give notice means the place cannot be re-allocated and therefore you will be charged or funding will be claimed for all sessions during the notice period. Only in exceptional circumstances and at the preschools discretion will this notice period be waived.

Late collection of child charges

Late collection of child will be charged at £5 per fifteen minutes, minimum charge of £5. This charge will be determined by staff records and the signing in and out procedure. An invoice will be issued and is payable on receipt.

If the setting is informed prior to the delay in collection, a 15 minute window will be allowed. This should only be used in exceptional circumstances, and frequent occurrences will be treated as an abuse of this facility and charges will be incurred as stated above.

Payment of fees

Invoices are issued within the first two weeks of each term. Payment can be made via ParentPay online, a login and password will be created for new parents once their child's place has been confirmed.

All fees are payable in advance as set out on your invoice. Alternative payment plans can be arranged if required. If this is required the parent/carer must contact the pre-school manager. All payment plans must be made in writing, before your first payment is due. A new payment plan will need to be made each term.

All fees must be paid by the end of each term, unpaid fees cannot be carried forward to the following term – unless prior written approval has been sought. If fees are not paid by the end of term, all non-funded hours will be cancelled the following term.

Non-payment of fees procedure

Fees are payable in advance. Your invoice clearly states the payment options. If payment or a payment plan is not received the following procedure will apply:

1. If payment or a payment plan is not received within 7 days of the first payment becoming due, a statement/reminder will be issued. This will state you have 7 days to make a payment and request a payment plan.
2. If payment/payment plan is not made as stated at 1, your child's non funded hours will be cancelled with immediate effect. The pre-school will contact you to confirm this, and a letter will be issued. You will still make arrangements to pay the amount due up to your hours being cancelled. A payment plan may be requested for this. However, you will not be able to access any further non-funded hours.
3. We will seek to recover all unpaid fees via the small claims court. Any fees incurred doing this, will be added onto your invoice.

Non-payment of fees with a payment plan

A payment plan must be requested before your first payment is due.

1. A payment plan must be requested in writing before your first payment is due. Your payment plan must be agreed with the pre-school manager. All fees must be paid during the term which they are due.
2. If a payment plan is agreed, and payments are not received as stated the pre-school will issue a statement/letter stating that payment is due within 7 days.
3. If payment is not made as stated at 2, your child's non funded hours will be cancelled with immediate effect, and not be reinstated until the full outstanding amount is paid. The pre-school will contact you stating this, and a letter will be issued. You will still make arrangements to pay the amount due up to your hours being cancelled.
4. If payment is not received, we will seek to recover unpaid fees via the small claims court. Any fees incurred will be added to your invoice.

Early Years Entitlement (EYE) details for 3 and 4 year olds

Universal Funding

Countess Gytha Foundation Unit is in receipt of Early Years Entitlement, all children can access this funding the term following their third and fourth birthdays. Funding terms are as follows, and do not follow the pre-schools term times:

Autumn term: 1 September to 31 December

Spring Term: 1 January to 31 March

Summer Term: 1 April to 31 August

Funded hours are available the term after your child's third and fourth birthday. You can claim a maximum of 570 hours per funded year. Your funded year starts the term after your child's third and fourth birthday, and runs for three terms, or until your child starts at Primary school. If your child is due to start school partway through your funded period your hours are reduced accordingly – as stated by Somerset County Council.

You can claim up to 570 per funding period (or part thereof). A maximum of 15 hours per week can be claimed, up to a maximum of 10 hours per day.

The pre-school will issue an invoice termly clearly stating how your funding is being allocated each week.

Due to way that funding is allocated, there may be times where you exceed your funded hours, due to the weeks and days that the pre-school is open. Any hours booked that exceed the funded hours will be charged at the pre-school current hourly rate.

To claim the funding the pre-school must receive a copy of your child's birth certificate, and you will be required to complete a funding form. Failure to provide your child's birth certificate or complete a funding form will result in you being charged for hours attended by your child.

Additional Funding

An additional 15 hours per week are available for some children whose parents meet a certain criteria. This is known as the '30 hour funding'. Further information, about criteria and how to claim can be found at www.childcarechoices.gov.uk

Parents must apply through this website, if they qualify they will be issued with DERN code, this code must be passed onto the setting for verification. The additional funding cannot be claimed until this code has been verified. The pre-school will require you to complete a consent form before the code can be verified. Failure to provide your DERN or complete the consent form will result in you being charged for additional hours booked for your child. Notice to cancel hours booked is four weeks term time in writing as stated above.

To claim this funding at each setting, the parent must complete a funding form.

Parents who are eligible for the additional funding, can access 1140 hours across their child's funding period, or pro-rata for children who start Primary school in the September. Due to the way in which the term dates are set, if you book over these hours, you will be invoiced accordingly at the current rate.

Your initial 30 hour claim must be made before the term you want it to start. Failure to make the claim will result in you having to wait to access the funding until the following term.

The additional funding runs for 3 months, with grace periods being applied – these are confirmed when you apply. If you are no longer eligible, or you do not reconfirm your eligibility when prompted your funding will run until your grace period end date. After this date any additional funded hours will be charged at the pre-school current hourly rate.

It is the parents/carers responsibility to apply for this funding, and supply the setting with the DERN code.

Funding forms

Parents are required to complete a funding form each term. The funding form sets out the 'Universal funding' and 'additional funding' boxes. It is the parent's responsibility to complete these boxes to how they want to claim their funding and in accordance with funding rules. The setting reserves the right to charge for any hours not covered by funding including funding that is applied for and not paid by Somerset County Council, due to a parent over claim or completion of their funding form incorrectly.

Two Year Old funding

The setting accepts two year old funding for children that meet the criteria. Parents must complete an application form, which is available via Somerset Set County Council website, or the setting has paper copies.

If you are eligible Somerset County Council will send you a letter confirming this. This letter must be presented at the setting, along with your child's birth certificate/passport. Failure to do this will result in hours not covered by funding being charged at our current rate.

Termination of Contract

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents, not providing/completing legal paperwork or non-payment of fees. At all other times the setting will give parents four weeks' notice.

Updated: October 2018

Date of next review: October 2019