



MILFORD PRE-SCHOOL FEES POLICY	Name of signatory	<i>W. Chant</i>
	Role of signatory	Headteacher
	Policy date	April 2024
	Policy review date	April 2025

This fees policy forms part of the contract with the parent/carer and Milford Pre-School.

Milford Pre-School 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.

PRE-SCHOOL OPENING HOURS

The Pre-School is open in line with Milford Infants' School term dates. These can be found on the school's website (www.milford-inf.somerset.sch.uk/term-dates/); paper copies are available by request.

Pre-School session times are as follows –

Morning Session	8:30 am - 12:00 noon	3 hours 30 minutes
Lunch Club	12:00 noon - 1:00 pm	1 hour
Afternoon Session	1:00 pm - 3:15 pm	2 hours 15 minutes (pick up between 3.00 pm and 3.15 pm only please)

Additionally, the After School Club is available to Pre-School children. This takes places in the Pre-School setting. It is available to Pre-School children and Milford Infants' School children (aged 4-7) and is supervised by staff from both settings.

After School Club 1	3:15 pm - 4:30 pm	1 hour 15 minutes
After School Club 2	4.30 pm – 6.00 pm	1 hour 30 minutes

FEE RATE

Hours are charged at a rate of £5.50 per hour for 3 and 4 year olds and £7.00 per hour for 2 year olds.

DEPOSIT AND REGISTRATION FEES

Milford Pre-School requires a £30 refundable deposit. This will be returned 4 term time weeks after your child has started with us. This deposit can be paid in cash or by cheque made payable to "Somerset Council".

Milford Pre-School does not charge a registration or booking fee.

WHEN FEES ARE PAYABLE, OR EARLY YEARS FUNDING CAN BE CLAIMED

- Pre-School fees will not be charged when the Pre-School is closed on INSET days and bank holidays.
- Pre-School fees will not be charged if the Pre-School is not able to offer a service due to a planned closure, such as school holidays.
- Pre-School fees will be charged if the school is closed due to an emergency, such as bad weather.
- Pre-School fees will be charged if the setting is closed as a result of a pandemic, such as Covid.
- If the Pre-School is open, but it is parental choice not to access the setting, then charges will remain the same or entitlement hours claimed as normal, such as children being absent due to illness or holidays.

PAYMENT METHODS

Parents are requested to pay via ParentPay (instructions will be provided). Please discuss with the office if you would like to pay using childcare vouchers or tax free childcare, so arrangements can be made with the relevant provider.

ADDITIONAL CHARGES

Hot lunches are available and can be purchased at an additional cost of £2.64 per day. These can be booked and paid for through ParentPay.

A snack charge of 20p per morning or afternoon session will be added to all invoices, as government funding is not expected to cover this.

INVOICES

The Pre-School details are included in all invoices:

Milford Pre-School, Glenthorne Avenue, Yeovil, Somerset, BA21 4PG

Telephone: 01935 475426 Email: office@milford-inf.somerset.sch.uk

Fees will be invoiced half termly in advance with payment deadlines identified on the invoice. Non-payment of fees may result in the cancellation of booked sessions. Invoices will be given to you by hand.

Invoices are calculated in the following way:

Total number of hours attended minus funded hours = chargeable hours x £5.50 (for 3 and 4 year olds) or £7.00 (for 2 year olds).

CHANGES TO SESSIONS

Please contact the school office if you would like to request a change to your child's sessions. If requests can be accommodated, then a new invoice will be issued.

NOTICE PERIOD TO CANCEL A PRE-SCHOOL PLACE

The notice period for the setting to cancel a child's place is 4 term time weeks. This may happen due to non-payment of fees.

The notice period for parents to cancel a child's place is 4 term time weeks. Notice should be given to the Infants' school office in writing. If appropriate notice is not given, fees will be charged in lieu of notice.

LATE COLLECTION FEES

We understand that circumstances may make anyone late on occasion, however we do ask that if parents/carers are delayed at the time they are due to collect their child, they contact the school office in order for relevant arrangements to be made.

If parents/carers are late to collect children, a £5 fee will be charged. This is because the setting must ensure the correct ratio of staff is always present.

ADMINISTERING THE EARLY YEARS ENTITLEMENT – PROVIDER AND PARENTS' RESPONSIBILITIES

Providers can offer the universal entitlement up to 570 hours per year for eligible two, three and four year olds, up to a maximum of 15 hours per week over a minimum of 38 weeks.

Providers can also offer up to an additional 570 hours per year, up to a maximum of 15 hours per week over a minimum of 38 weeks for eligible working parents of three and four year olds. However, providers can only offer this if the family have received successful confirmation from the Government's Childcare Service.

It is the parent's responsibility to check if their child is eligible for 2 year old funding or 30 hours extended childcare and provide proof of this funding to Milford Pre-School before the next funding period (1st September, 1st January or 1st April).

FUNDING FOR TWO YEAR OLDS (15 HOURS)

Two year old funding is available to some families who receive additional forms of government support. It is also available to some working families. Please visit www.somerset.gov.uk/children-families-and-education/early-years-and-childcare/funding-for-2-year-olds/ to check if your child is entitled. If your child is entitled to two year old funding:

- Parents may use the two year old funding at the setting for up to 15 hours per week. The setting is open for a maximum of 6.75 hours per day (8.30-3.15), with an additional 2.25 hours per day available at the After School Club.
- The total funded hours available during the school year are 570.
- The following documentation is required by the setting to claim the two year old funding – Child's birth certificate and a signed registration form. Once parents are provided with confirmation of two year old funding, we request that they contact the school office with proof of eligibility.
- Early Years Entitlement parent declaration forms will need to be signed and returned as evidence that the parent agrees with the number of hours being claimed by the setting.
- Parents will be invoiced at the appropriate hourly rate for any hours that exceed their child's funded hours.

UNIVERSAL ENTITLEMENT FOR THREE AND FOUR YEAR OLDS (15 HOURS)

All three and four year olds are entitled to 570 hours per year of Universal Early Years Provision for up to six funding periods before they reach statutory school age (the beginning of the funding period following the child's fifth birthday). Children become eligible for funding the period after their third birthday and remain eligible until the end of the funding period of their fifth birthday. Please visit www.somerset.gov.uk/eye for more information.

The funding periods are:

1st January – 31st March

1st April – 31st August

1st September – 31st December

- Parents may use the Universal Entitlement at the setting for up to 15 hours per week. The setting is open for a maximum of 6.75 hours per day (8.30-3.15), with an additional 2.25 hours per day available at the After School Club.
- The total funded hours available of the school year are 570 hours.
- The following documentation is required by the setting to claim the Universal Entitlement of 15 hours per week – child's birth certificate and a signed registration form. This will be sent to the Entitlements Team.
- Early Years Entitlement parent declaration forms will need to be signed and returned as evidence that the parents agree with the number of hours being claimed by the setting. Parents will be invoiced at the appropriate hourly rate for any hours that exceed their child's funded hours.

EXTENDED EARLY YEARS ENTITLEMENT

For eligible working families, three and four year olds are entitled to an additional 570 funded hours – up to 30 hours per week or 1140 hours in total (Universal + Extended) across the year. From 1st September 2018, this will include some children in foster care. Information on the eligibility criteria and how parents can apply can be found at www.somerset.gov.uk/eye30

Once funding has been confirmed, the setting may access it from the funding period following confirmation or the funding period following the child's third birthday.

Parents who experience issues with their application can contact the HMRC helpline directly on 0300 123 4097.

Parents should not use up all of their universal entitlement hours, then access their extended hours for the rest of the year. This is due to the risk that they may become ineligible in the future and would then need to be charged by the providers for the service.

To safeguard parents and providers and to reduce this risk, the maximum number of extended hours that can be claimed per funding period is as follows:

The total claim must not exceed the additional 570 hours a year over all providers accessed.

570 additional hours per year (if parent/carer continues to be eligible)		
1 st January – 31 st March	1 st April – 31 st August	1 st September – 31 st December
165 hours maximum	237.5 hours maximum	225 hours maximum

Parents may use the extended entitlement at the setting for up to 30 hours per week. The setting is open for a maximum of 6.75 hours per day), with an additional 2.25 hours per day available at the After School Club.

The documentation required to claim the EYE extended hours is as follows:

- Child's birth certificate
- A completed copy of the Child Registration form, these documents will be sent to the EY funding team.
- Parents must complete a Working Family Code Check - Consent Form to provide the setting with the required information. This includes the 30 hours eligibility code, registering parents NI number and confirmation of parental consent.
- Parents will be invoiced at the appropriate hourly rate for any hours that exceed their child's funded hours.

EYE parent declaration forms will require signing when appropriate. These must be signed and returned as evidence that the parent agrees with the number of hours being claimed by the setting.

30 HOURS EXTENDED FUNDING, PARENTAL RESPONSIBILITY AND GRACE PERIODS

It is the parent's responsibility to reconfirm extended funding every 3 months. If parents do not reconfirm eligibility, they will be issued with an updated invoice charged at the Pre-School rate. This is because the Pre-School will be unable to access funding. More information on the key deadline dates for 30 hours funding can be found at www.somerset.gov.uk/eye30

If parents do not consent to share their National Insurance number with the setting, this will result in the setting being unable to access funding and a new invoice will be issued to parents at the current rate.

DEBT MANAGEMENT

Payment dates are set each half term, payment is requested before the end of the half term in advance for the next half term. The school office will check payments against invoices. Parents and carers that have not paid by the payment date will be issued a copy of the invoice and a request that payment is made immediately. The Pre-School will work with parents/carers to avoid financial arrears occurring. In the case that an outstanding debt cannot be recovered by mutual agreement, the Pre-School will refer this to the Local Authority legal department.

INFORMATION ON OTHER ENTITLEMENTS WHICH MAY BE AVAILABLE

Up to up to £500 tax-free childcare may be available every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled. Further information is available at www.gov.uk/tax-free-childcare.

Please also visit www.childcarechoices.gov.uk for further help paying for your childcare.

REVIEWING FEES

Milford Pre-School fees will be reviewed termly. Parents will be informed of any changes in the Pre-School fees structure via letter. If parents would like to discuss any changes to fees, they should address queries to the School Business Manager.

LINKS TO OTHER DOCUMENTS

All of the statutory policies that pertain to the Pre-School can be found on Milford Infants' School and Pre-School website (www.milford-inf.somerset.sch.uk) or by request from the school office.