



**Draycott & Rodney Stoke**  
C of E First School

Together, We Flourish and Grow

## **Pre-school Fees and Debt Management Policy**

This fees policy or financial contractual agreement forms can be individual agreements or form part of the contract with the parents/carer and Draycott & Rodney Stoke First School.

### **Background information:**

Draycott & Rodney Stoke 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. We are a term time setting. The minimum session that can be booked is a morning session of 4 hours.

### **Fees:**

#### **Opening hours and Fees**

Opening times for the setting are 7.45am – 5.30pm Monday – Thursday and 7.45am-4.15pm Friday in term time.

The school day is 8.45am-3.15pm.

Fees are calculated on an hourly rate. Parents will be given one months' notice in writing of changes to fees.

Fees are set at: **£7.00 per hour (Sept 26).**

### **Invoices**

- Fees are invoiced termly and are to be paid within 14 days of receipt of invoice. If you are late paying your fees, you will incur a late payment fee of £5, which will be added to your next invoice and you will be contacted by the office to settle your account.
- All Early Years Entitlements will be deducted and the invoice will show the balance owed if applicable. The balance will be on My Child at School app (MCAS) for settlement by the end of the term.



- Payment must be made even if sessions are missed. Any additional session will be invoiced (funded hours cannot be used for one off sessions.)
- A session due to illness, holiday or appointments etc. cannot be exchanged for a session on another day or refunded and will be charged in full.
- If a child is absent due to long-term illness parents will be asked to sign an adjustment form to reduce the funding hours claimed for.
- The pre-school will not charge for emergency closure days e.g. snow days.

## Payment methods

We can accept payment using the following methods:

- BACS
- Childcare vouchers
- Tax-free childcare scheme payments [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) (please visit to check whether you could be eligible for government childcare offers)

## Early Years Entitlement (EYE)

Funding periods:

Autumn - September 1<sup>st</sup> – December 31<sup>st</sup>

Spring - January 1<sup>st</sup> – March 31<sup>st</sup>

Summer - April 1<sup>st</sup> – August 31<sup>st</sup>

If the child is born between 1 April and 31 August, funding can be claimed from the Autumn funding period.

If the child is born between 1 September and 31 December, funding can be claimed from the Spring funding period.

If the child is born between 1 January and 31 March, funding can be claimed from the Summer funding period.

**If you require your child to join before their funding period, you will be charged £6.60 per hour.**

Every child will be eligible for funding, known as **Universal Early Years Entitlement**, the funding period after his/ her third or fourth birthday. This funding is for a whole year (or until the child starts school). If you wish to claim for this funding, we must have a copy of your child's birth certificate or passport and we will provide you with the forms to complete. A Parent Declaration Form will need to be completed termly for every claim. If you change the amount of hours your child attends our preschool, a new Parent Declaration Form will need to be completed.

In addition, you may be eligible to claim **an additional 15 hours** funding, known as the **Extended Early Years Entitlement**, beginning the funding period after your child's third/ fourth birthday. This funding is for a whole year (or until your child starts school). To register for this, please apply directly to *Her Majesty's Revenue and Customs*, HMRC, at:

[www.gov.uk/government/publications/30-hours-free-childcare-eligibility](http://www.gov.uk/government/publications/30-hours-free-childcare-eligibility)



Once you have applied for the Extended Early Years Entitlement (EYE), we will ask you to complete a form giving your consent for us to share your National Insurance number and the eligibility code with EYE team, in order for us to claim the funding. Without this consent we cannot accept the Extended EYE.

The maximum EYE hours per year are:

Universal 570 hours and extended 570 hours, which totals 1140 funded hours available over the year, term time only.

**Additional charges:**

If you wish your child to have a school meal, there is an additional cost of £2.60 per meal. Meals are to be ordered via MCAS.

This policy was adopted on 30.5.26

**Review date: September 2027**

**Signed Parent/Carer** \_\_\_\_\_

**Date:** \_\_\_\_\_

