



Charging Policy

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Charging Policy

Policy Statement

At Noah's Ark Pre-school we believe in good communication with all our parents and staff. We set our prices and charges in consultation with customers, recognising trends in the marketplace, the quality we are providing and to maintain our sustainability.

Procedures

Funded sessions & session rates

- 3- and 4-year funding starts the term after the child turn 3.
- 2-year funding is available to those granted to parents who meet the criteria set out by Local Authority.
- Funded children who attend extra sessions will be charged for those sessions at the rates set by the preschool. Parents will be asked to sign a payment contract on enrolment of their child into the preschool.
- Session rates:

Children 2 – 5 years:

Morning session:	9am to 12pm	£12.00
Afternoon session:	12pm to 3pm	£12.00
All day session:	9am to 3pm	£24.00
Extra hour:	8am-9am, 12pm-1pm, 3pm-4pm	£4.00

Children 0 – 2 years:

Morning session:	9am to 12pm	£13.00
Afternoon session:	12pm to 3pm	£13.00
All day session:	9am to 3pm	£26.00
Extra hour:	8am-9am, 12pm-1pm, 3pm-4pm	£4.35

Early Education entitlement

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals consumable, additional hours or additional services.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.



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Charges for additional services such as trips will be agreed in advance with families.

The following charges apply when taking free entitlement place:

Cost of snacks: 50p per session. This will be charged termly to be paid within 10 days of the start of each term, in September, January and April.

There will be no charge for consumables.

The above charges are voluntary, or families are supply their own. It may be possible to waive or reduce these costs, please discuss this with Becky Langton (manager).

The entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Additional Charges:

Late payments: Charged at 10% of the total invoice for the month. To be paid no later than 5 working days after payment due date.

Snacks: Charged at 50p per session. To be paid monthly by the 10th of each month.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Settling in period

- Before your child/ren start at the Pre-school we offer free settling in sessions which comprise of either four half hour sessions or two one-hour sessions.
- These sessions make the transition into the Pre-school smoother.

Deposit

- A deposit is not charged.

Paying Fees

- Fees are payable on a monthly basis in advance. Parents are notified of the required fees at the start of each month on a paper invoice.
- The payment, whether bank transfer, cash or cheque, should be returned to Noah's Ark Pre-school by the 05th of each month in a named envelope.



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- Fee payments are checked by the treasurer of the committee and entered onto the fees paperwork.
- Parents may pay fees on weekly basis with the agreement of the Noah's Ark Pre-school's manager. The fees must be paid at the child's first session of each week and need to be handed into the Noah's Ark Pre-school's Manager in an envelope. Any change needed will be dealt with by the Manager.
- Some employers offer schemes where fees can be paid through them. At present we can take the childcare vouchers from Sodexo. Information is available on request.

Late Payment Fees

- A penalty will be applied if fees are not settled in full by close of business on the 5th of each month.
- This will be charged at 10% of the total value of the fees outstanding for the month and must be paid within 5 working days of the payment due date.

Missed Sessions / Days

- Fees must be paid irrespective of whether your child attends the place reserved for them or not.
- If you are away on holiday or your child is sick you will still be required to pay the Pre-school fees as the running costs of the Pre-School depends on every child's placement fee.
- This policy may be reviewed by the manager for long term sickness and hospitalisation.
- The Local Authority Funding will be deducted from full day care fees. Our term dates are like local primary school dates and are published to parents and available on request.

4 Weeks' Notice Period

- 4 weeks' notice, in writing, is required when your child is going to leave the Pre-School.
- If they leave before the 4 weeks the fees for these weeks are still required to be paid and you will be invoiced for them.

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Fee Arrears

- Invoices that are not paid in full by the 5th of each month will be treated as being in arrears.
- If they remain in arrears for the month, the matter will be passed to our Chairman.
- This will incur further recovery fees and may result in legal action being taken.
- In these cases all fees & legal costs will be added to your arrears and claimed from you.
- Your child's nursery place could also be terminated, and any siblings who may wish to attend in the future may be refused a place.

Difficulty Paying Arrears

- We understand that there are occasions in which people run into genuine financial difficulty.
- In this case, please advise our Manager immediately in writing and she will contact you to discuss this.
- She will respond to enquiries in writing within 14 days during which time Late Payment Fees will still be applied for late payment of fees, and arrears may still be passed to our Chairman.

Fee Increases

- Fees will be reviewed annually and may also be adjusted at the Committee's discretion.