

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

11. Schedule of fees

Policy statement

It is our intention to make the charges and payments for our service clear to parents/carers from the start.

Hourly rates from 01/09/24

Children from the age of 2 £5.20

Children from the age of 3 £5.00

Late payment of fees £10 weekly from date due for each whole week late.

It is important that parents read the following information, as this forms part of the contract with Court Fields Pre-School CIO.

Back Ground Information

Court Fields Pre-School CIO operates a service, which is fair and competitively priced.

Sessions can be booked during our opening hours 8.30am – 4.00pm Monday to Friday.

We are open for the equivalent of 38 weeks per year during term times.

Fees and Billing

We offer parents options over sessions.

Early starters option 8.30am to 9.00am

Morning session is 9.00am to 12.30pm (this includes lunch time),

Afternoon session is 12.30pm to 3.00pm.

Late leavers session 3.00pm to 4.00pm.

This policy is reviewed no more than twice a year.

If your child is absent from pre-school due to illness, holiday etc., we will still charge for those sessions, as we still have to pay our staff their wages.

We do not charge for Bank Holidays. Our term time table is published at the start of the Autumn Term.

We will charge for sessions where we are forced to close due to unforeseen circumstances e.g. flooding, severe weather conditions, power cut and if instructed by Public Health England and/or Department of Education.

Bills are issued at the start of each term.

Where applicable, these are calculated on the assumption that we will receive funding for all eligible sessions attended. (If this is not the case, you are asked to advise a member of staff as soon as possible).

Fees can be paid in full or in instalments, you pay by BACS.

You must pay at least half the terms fees the week before the half term and all outstanding amounts must be paid in full before the week before the end of the current term.

We reserve the right to charge for late collection of a child.

This will be charged at an hourly rate for every 15 minutes late.

We understand there may be times when paying your fees is difficult – we will actively encourage a mutual agreement for payment.

In some circumstances it may be necessary to reduce sessions or suspend your child from our pre-school until fees are paid up to date; we will avoid doing this if at all possible.

If non-payment continues your child's place will be terminated.

Our notice period for cancellation is 1 month. Notice of cancellation must be given to the Manager in writing or via email. If no notice is given, fees will be due for 1 month notice in lieu.

Non-payment of fees procedure/steps:

We will discuss a payment plan (these instalments will be to pay off the debt, all other fees will need to be paid on time).

Failure to meet payments as agreed will result in a meeting to make a written agreement, discussion will be noted and a letter sent to the parents stating agreement of procedure both parties agreed on, this will have a timeline for the debt recovery.

If the debt is not paid off as agreed, the child's place will be reduced to Early Years Entitlement Sessions only (if applicable) another letter will be sent to the parents, requesting another meeting.

We will recover any outstanding debts. We will write to the parents to advise that we will proceed to recover the debt through the small claims courts.

Early Years Entitlement

Please see [Early Years entitlement for parents](#)

Eligibility for Early Years Entitlement

Your child will become eligible for the early years entitlement in the funding period after your child's third birthday. If your child qualifies for funding for 2 year olds, then funding will be available from the date stated on the acceptance letter addressed to you.

The funding periods are:

- Autumn – 1 September to 31 December
- Spring – 1 January to 31 March
- Summer – 1 April to 31 August

Children who are 4 between 1 September and 31 December will be able to claim up to a maximum of 385 hours from 1 January to 31 August. Children who are 4 between 1 January and 31 March will be able to claim up to a maximum of 242 hours from 1 April to 31 August. If the child doesn't then go to a maintained/academy/free school from the following September, then any remaining hours from the 570 will be available to use.

The maximum hours available to claim in the summer funding period is 242.

Working Family Entitlement

Please see [Homepage | Childcare Choices](#)

Working parents of 9 months olds to 4 year olds meeting certain eligibility criteria are entitled to 30 hours a week of funded childcare. For eligible working parents of 3 and 4 year olds, this means the entitlement is 30 hours per week over 38 weeks. This is called the working families entitlement. For more information on the eligibility criteria and to apply, please see our page [Funded childcare for working parents](#).

Please be aware that if the Working Families entitlement is stopped you will be liable for the fees.

If you would like more information about the early years entitlement, then please contact the Entitlements Team on 01823 357039 or email eyfunding@somerset.gov.uk.

Funding for 2-year-olds for supported families Please see [Childcare funding for 2-year-olds](#)

Families can get funding for 2-year-olds if they receive any of the following:

- Income Support
- Employment and Support Allowance (Income Related) – not Contribution related
- Income-based Job Seeker's Allowance – not Contribution based
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190
- Working Tax Credit 4-week run on – the payment you get when you stop qualifying for Working Tax Credit
- Universal Credit – if you and your partner have a combined income from work of less than £15,400 a year after tax

2-year-olds can also get funding if they:

- get [Disability Living Allowance](#)
- have an Education, Health and Care plan
- are looked after by the Local Authority
- have been adopted
- have left care through special guardianship or child arrangement orders

Termination of the Contract:

Setting

We reserve the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one month's notice in writing will be given.

Parents/carers

One month written notice must be given to the pre-school to terminate a child's place, if written notice is not received four weeks fees will be charged, and Early Years Entitlement for the four weeks will be claimed.

Procedures

- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by	Court Fields Preschool CIO	(name of provider)
On	01/09/2025	(date)
Date to be reviewed	01/04/2026	(date)
Signed on behalf of the provider		
Name of signatory	Cliff Marsh	
Role of signatory	Chair of Trustees	