

# **Robins Preschool - Leigh on Mendip School**

## **Preschool fees and financial contractual agreement**

**Robins preschool 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 hours 08.30 – 15.00

The rate per hour is £5.50. The hourly fee is reviewed regularly, usually annually, and a minimum of 1 term's notice will be given for any increases. The rate will increase to £6 per hour from 1<sup>st</sup> January 2024.

Leigh on Mendip School is able to provide a cooked lunch. This is chargeable, please contact the school for up-to-date costs. Children are also welcome to bring a packed lunch.

A minimum of 3 hours must be booked in any one session. Children aged 2 years old must be booked for a minimum of 2 sessions a week. Children aged 3 years and over must be booked for a minimum of 4 sessions a week.

Additional, 'one off', sessions may be booked (subject to availability). However, sessions/days are not interchangeable.

Additional session fees are billed termly in arrears through Parent Pay.

One term's notice must be given in writing by the parent/carer of their intention to terminate their child's preschool place or request a change to their standard hours or days. If the child leaves within the notice period they will continue to be charged until the notice period is complete. Additionally, if a child in receipt of Early Years Entitlement funding fails to provide one term's notice we will continue to claim for the hours that were scheduled to be attended for the full notice period.

If a child fails to attend their session through illness or general absence the full fee is still payable.

The setting is closed on all statutory Bank Holidays and on up to 5 inset days per year. The days on which these occur will be rotated and no charges will apply.

Invoices are generated termly and calculated by the numbers of hours attended in each term and by deducting the number of hours funded by the Early Years entitlement if the child is eligible.

Parents/carers must pay all remaining fees via Parent Pay.

If the payment is not made the child's place will be automatically suspended. This means that the child will not be permitted to attend preschool but their place will be maintained and continue to be chargeable. Once the outstanding fees have been paid the child's place may be re-instated.

If full payment is not received within one month of the invoice date the child's place will automatically be cancelled.

Full or part monthly payments can be made using the vouchers provided by the HMRC tax free childcare scheme. These must be scheduled for payment on a monthly basis and will be deducted when calculating any direct debit amount.

Children who are in receipt of Early Years Entitlement (EYE) funding for 2, 3 and 4 year olds may claim up to 15 hours per week for a Term Time Only place up to a maximum of 570 hours per year. Children who are entitled to the extended Early Years Entitlement may claim up to 30 hours per week for a Term Time Only up to a maximum of 1140 hours per year.

The maximum hours that can be claimed on any one day is 6.5 with the minimum being 3. Additional hours can be booked above the available funding and these will be charged in the usual way.

EYE funding for 2 year olds is means tested. Parents/carers can apply online or by contacting the Early Years Entitlement team at County Hall in Taunton.

To access EYE funding for 2, 3 or 4 year olds a copy of a valid passport or birth certificate must be provided to us. If this documentation is not provided parents will be unable to access the funding and will be liable for the full nursery fees.

In the event of an emergency closure, e.g. due to snow conditions, fees will still be chargeable.

For more information please consult:

[www.childcarechoices.org](http://www.childcarechoices.org)

Somerset Local Provider Agreement

Statutory Framework for Early Years Foundation Stage

This policy was adopted on 28<sup>th</sup> September 2023

I agree to Robins Preschool Fees Policy and Financial Contractual Agreement.

I have been given a copy of (name of setting) fees policy and contractual agreement.

Parent's signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

I am aware that if I do not produce my child's birth certificate **within 2 weeks** of start date, I will be charged at the setting's hourly rate for the child's attendance within those **2 weeks**

Parent's signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Additional Charges**

I am aware of the additional charges/services and agree to be invoiced for the additional charges/services as detailed within the Robins Preschool fees policy and contractual agreement.

Parent's signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Extended EYE hours consent**

I consent to **Robins Preschool** using the information supplied to the setting, for the purposes of verifying my eligibility for the extended entitlement. I understand that the information requested will be held securely and will only be shared with staff in the Local Authority who have right of access, and with Capita Children's Services. When no longer required, it will be disposed of in a matter appropriate to its sensitivity. I also understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform this childcare provider. I understand if I am no longer eligible, I will have to pay for any additional hours booked in above the universal Early Years Entitlement.

Parent's signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### **Reconfirming of eligibility**

I am aware that I am responsible to reconfirm my eligibility code every 3 months, and if I fail to do so within my allotted time, I will fall out of eligibility. I understand I will be invoiced for any hours which cannot be claimed and I agree to pay for these hours.

Parent's signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## Robins Preschool

Leigh on Mendip School,  
Leigh Street, Leigh on Mendip,  
Somerset, BA3 5QQ.  
Tel: 01373 812592

### INVOICE – Name

### Term – Date (from – to)

Total no. hours attending			
Funded hours attended in term	-		
Non-Funded @ £5.50 per hour:		X £5.50	£
Outstanding from previous terms			
TOTAL to pay:			£

#### Payment options:

- **Parent Pay**
- To pay **Childcare Vouchers** for the first time please arrange with Paula prior to the first payment.  
When a payment is made you **MUST had an accurate reference:**  
*“Robins Preschool” followed by the child’s name*

#### Payment information

Child’s name: \_\_\_\_\_ Total to pay: £

I confirm that I will carry out this payment by Parent Pay / childcare vouchers (please delete as appropriate)

- In full
  - Monthly
- (please tick as appropriate)

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_