

# Magdalen Gates Preschool

## Charging Policy



At Magdalen Gates Preschool we aim to be fair and inclusive in our charging policy. We aim to make our Preschool as accessible to as many families in the community as possible.

NOTE - Government funding is intended to cover the cost of delivery of 15 or 30 hours a week of high quality, flexible early childhood education and care. It is **NOT** intended to cover the cost of meals, consumables, additional hours or additional services. Please see our Additional Services charges below.

**Funded 15 or 30 hour places** - parents / carers are not required to pay for hours attended as part of the 15 or 30 hours entitlement. Magdalen Gates Preschool is listed with NCC as a provider offering the Early Education funding entitlement for 2, 3 and 4 year olds. We meet the requirements of the Early Education and Childcare Statutory Guidance (2017), Operational Guidance (2017) and Local Authority Funding agreement (Sept18 - Aug19). Funded 15 hour places are offered either as sessional places (3 hours in the morning or 3 hours in the afternoon) or a 2 whole days (8.30am to 4.00pm). Funded 30 hour places are offered between the hours of 8.30am and 4.00pm Monday to Friday during term time for 38 weeks of the year (term times are on our website).

**Sharing the funded entitlement with other providers** - If a parent wishes to share their child's funding entitlement with another nursery, preschool or childminder, we work with them to be as flexible as **possible to fit their needs**.

**Additional hours** - For hours above a child's funding entitlement (15 or 30 hours, subject to availability), we charge £4.50 per hour. As a non-profit-making charity we rely on prompt payment of these fees in order to meet our running costs. Therefore parents are billed for these extra sessions monthly in advance as detailed in our terms and conditions. Payment is by Cash, Cheque, Standing Order or childcare vouchers. Our hourly rate is the same for all families whether or not they are claiming 15 or 30 hours funding entitlement. Fees are still payable where a child does not attend their session.

**Additional Services** - The provider can charge for meals and snacks as part of a free entitlement place and they can also charge for consumables such as

nappies or sun cream and for services such as trips and yoga. These charges must be voluntary for the parent. Where parents are unable or unwilling to pay for meals and consumables, providers who choose to offer the free entitlements are responsible for setting their own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing parents to supply their own meals, please discuss this with Paula Watts or Nicky Hudson. Government funding (15 hours or 30 hours) is **NOT** intended to cover the cost of meals, consumables, or other services. Our additional service charge is voluntary and is not a condition of receiving the 15 or 30 hours entitlement. Our additional service charge is for - snacks, drinks, fruit, higher than required staff ratios (we operate with 5 staff to a maximum of 26 children, a 1 : 5.2 ratio), higher than required staff qualifications, visiting professionals (such as Mini Monsters, Story Tellers etc), sunscreen, and other consumables. **Our additional service charge is 0.05p per hour the child attends.** These charges are voluntary, parents are able to supply their own.

The free 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.

**Deposit** - a deposit is not charged

**Top-up fees** - 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. A registration fee is not charged.

**Unpaid invoices** - the following steps will be taken for unpaid invoices.

1. a reminder verbally
2. a reminder letter
3. referral to the trustees of the preschool
4. court action

All actions taken with regards to unpaid invoices are documented in the event that court action is taken; this may attract a fee. The process outlined is followed for all families and any departure from this will be suitably agreed (by trustees) and recorded. Late payment of fees will incur the following costs - a late charge of £5.00

**Review of fees and charges** - fees will be reviewed annually at the preschool AGM. A half term's notice will be given to families prior to the increase.

**Notice period** - Parents are required to give 4 weeks' notice of a child leaving our preschool in order that we can fill their space with another child on our waiting list

**Late pickup charge** - we charge £20 per 15 minutes after a parent / carer is supposed to have collected their child, if this happens more than twice without a valid reason.

**Setting Closure** - we are closed on bank holidays (we do not charge for additional hours for bank holidays, funding is not claimed on bank holidays). Other reasons for temporary closure - we may occasionally have to close due to extreme weather, staff development days, exceptional circumstances such as staff sickness, or issues with premises - in this case funding will be claimed as usual and parents will not be charged for additional hours purchased. No charge is made during preschool holidays for those purchasing additional hours and funding cannot be claimed during preschool holidays.

**Guidance used** - we refer to the following -

- Early Education and Childcare Statutory Guidance for Local Authorities - March 2017
- Early years Entitlements: Operational Guidance For Local Authorities and Providers - April 2017

**Policy updated May 2019**



**Magdalen Gates Preschool  
FEES INVOICE**

Invoice No: 003

Magdalen Gates Preschool  
Bull Close Road  
Norwich  
NR3 1NG  
Tel: 01603 665783

**To:** Mrs Smith  
10 Jones Ave  
Norwich  
NR1 1AW

**For:** James Smith

**Period:** 02/11/2016 – 30/11/2016

**Fees:**

60 hours funded entitlement - £0.00

20 additional hours at £4.50 per hour - £90.00

To Pay £90.00

**Payment Terms :** Monthly

**Due by:** 01/12/2016

**Method:** Cash/Cheque/Standing Order/ Childcare Vouchers

**Bank Account Details** (If paying directly into the bank please ask Preschool Manager for bank details)

**Cheques to be made payable to:** Magdalen Gates Preschool

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Please include this slip with your payment

**Remittance**

**Invoice No:** 003

**Child's Name:** James Smith

**Amount due:** £90.00

**Method:**

**Date:**

**Receipt**

**Invoice No:** 003

**Child's Name:** James Smith

**Payment Due:** £90.00

**Payment Total:**

**Method:**

**Staff Signature:**

**Date:**

All families will be issued an invoice monthly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Detailed receipts will be issued for all cash and cheque payments.