



TOY BOX PRE SCHOOL

Fees Policy – September 2024

Toy Box Pre-school operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment where the needs of individual children are met.

Toy Box is open 38 weeks of the year and follows the academic school year. The pre-school will be closed on bank holidays and inset days which will be notified in advance.

Term time hours : Monday to Friday 8.45am – 3.15pm

Sessions:

8.45am – 12.45pm

12.45pm – 3.15pm

(It is possible these sessions can be flexible in discussion with the manager, especially during the settling in period).

Children from Toy Box can attend the School Breakfast Club and 3:30 Club. If they are attending 3:30 Club they will remain in Toy Box until 3.30pm and be charged accordingly for this time.

Booking, Fees and Invoicing

Current fees are :

- £4.50 per hour for 3 & 4 year olds
- £5.00 for 2 year olds

New fees are :

- £5.00 per hour for 3 & 4 Year Olds
- £5.50 per hour for 2 Year Olds

These fees are reviewed annually by the governors. Parents are given half a term's notice in writing of any changes.

Sickness:

If a child is absent due to sickness or you decide to keep them at home your full session will still be charged.

Holidays:

If a child has a planned holiday that falls during the time Toy Box is open, your full session fees will still be charged.

Should the pre-school close due to unforeseen circumstances or conditions beyond our control, such as adverse weather, we will continue to claim EYE and your standard session fees will be charged.

There will be a non-refundable fee of £30 to cover all administration costs and reserve the place.

Payment of Fees:

Invoices are issued on a termly basis in advance, payment should be within 14 days of receiving our invoice. A payment date will be clearly stated on the invoice. Payments can be paid directly into the school's bank account or using childcare vouchers.

Change to Hours/Days booked

A **full half termly notice period** of alterations to booked hours must be made in **writing** to the setting Supervisor or by email to the school office. Parents will be expected to honour booked hours irrespective of non-attendance.

In the case of children starting part way through a term, payment must be made 14 days after the invoice is received.

Early Years Entitlement Funding (EYE funding)

We are in receipt of EYE funding for 2, 3 & 4-year-olds; this will be available from the funding period after your child's 2nd birthday..

The Early Years Entitlement funding is intended to deliver free, high quality flexible childcare. It is not intended to pay for consumables such as arts and crafts materials, gardening, snacks, music & movement, additional activities with this in mind there is a consumables charge which applies to each funded hour only.

EYE funding entitlement is:

- 210 hours in the autumn term (equates to 14 weeks),
- 165 hours in the spring term (equates to 11 weeks),
- 195 hours in the summer term (equates to 13 weeks).

Parents can claim 15 hours per week over several days in a week. You can use more than one provider but can only claim the maximum entitlement of hours per funding period in total. Information is available from the school office.

To claim EYE funding the following information is required before your child starts at our Setting.

- Child Registration Form (signed by the Parent/Carer)
- Child's legal documentation – birth certificate or passport (Toybox will send a copy together with Child Registration Form to the EY funding team)

- Parent declaration form – completed every term and signed by parent.
- If this information cannot be provided, normal setting fees will be charged.

Since September 2017 working parents who meet the criteria have been entitled to up to 30 hours of funded childcare a week. If you are eligible for the additional hours this equates to 30 hours per week for 38 weeks.

For more information please visit www.childcarechoices.gov.uk

Parents/Carers will be required to pay for:

- A consumable charge of **£0.50p** per funded hour applies. The consumables charge applies to each funded hour only and does not apply to paid hours. The consumables charge covers services which are not covered by the Early Years funding such as teaching materials, snacks, cookery, gardening and some sundries, the list is not exhaustive. This charge is waived for parents / carers in receipt of Early Years Pupil Premium (EYPP).
- Children in receipt of funding whose hours exceed the EYE funding entitlement.
- Children who are not in receipt of EYE funding.
- Days/hours pre-booked in advance, without a half terms notice irrespective of non-attendance.

Non payment of fees procedure

Fees will be calculated on a termly basis, and bills should be paid within two weeks of receipt. A reminder will be issued to parents/carers in receipt of unpaid bills at this point and if the invoice remains outstanding the following procedures will be implemented.

1. In the third week following issue of the bill, a meeting will be arranged with non-payers to discuss a repayment plan. This plan will include amounts and dates for payments to be made, and will be signed by the Toybox representative and parents. Both parties will hold a copy of this plan. (If another bill for a successive term is issued within this repayment plan, it is expected that it will be settled in full within the two week timescale).
2. If the repayment plan is not maintained the hours the child attends the setting over the EYE funded entitlement will be withdrawn.
3. If the child is not entitled to EYE funding the place will be withdrawn until outstanding bills are settled in full.
4. Every effort will be made to recover any outstanding debt.
5. Failure to pay fees regularly is a serious breach of terms and conditions that may result in the termination of the child's place.

Working Tax Credit:

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

Further information can be obtained from Somerset County Council, Early Years Entitlement. 0845 345 9122 or email eyfunding@somerset.gov.uk

Childcare Vouchers

We do accept childcare vouchers, please ask the setting Supervisor for more information.

Termination of Contract

In the event of a termination of contract the setting will provide a full half terms notice in writing.

Parents/carers are required to provide a full half terms notice in writing. If notice is not given fees will be charged, and EYE funding will be claimed for the four weeks.

I have read, understand and agree to the above fees policy.

Signed Parent/Carer of

Dated

Please return this to Toy Box or the school office once signed.