



Charging policy

At Goostrey 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.

Funded 15 or 30 hour places - Parents/carers are not required to pay for any hours attended as part of the 15 or 30 hours entitlement. Payment for this is claimed directly from Cheshire East providing parents complete the appropriate termly funding forms. Goostrey Preschool offers the Early Education funding entitlement for 2, 3 and 4 year olds. Funded 15 hour places are offered as 3 hours every morning (9am-12pm) or 2 and a half days (9am to 3pm for 2 days and 9am-12pm for the half day). Funded 30 hour places are offered for 5 full days (9am and 3pm Monday to Friday).

Sharing the funded entitlement with other providers –Parents can share their child’s funding entitlement with another nursery, preschool or childminder. This should be written on the funding forms.

Charged hours –For children who do not receive any funding, use all their funding elsewhere or who wish to attend more than the 15 hours funding entitlement, we charge £4.50 per hour. Invoices are issued half termly with payment required within 4 weeks. This can be by childcare vouchers, cash, cheque or bank transfer. 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/Consumables–All parents are asked to pay a voluntary contribution of £1 per week, to cover consumables. This includes items such as morning and afternoon snack, tissues, wipes, sun cream, baking ingredients etc. Payment can be by cash, cheque or bank transfer. This is not invoiced but polite reminders are written in the weekly updates at the start of each half term. If we do not receive sufficient voluntary contributions, we may have to ask parents to provide their own snack etc.

Deposit - a deposit to reserve sessions 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. The process outlined is followed for all families and any departure from this will be suitably agreed (by trustees) and recorded.

Review of fees and charges - fees will be reviewed annually at the preschool AGM. 4 weeks’ 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.

Late pickup charge -£5 per 15 minutes where no phone call has been received from the parent or it is a regular occurrence.

Setting Closure - We are potentially closed on 2 Bank holidays a year, Easter Monday when it doesn't fall within the Easter break and May Day. (We do charge for these sessions and claim funding to cover the rent and staff wages.)

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 but parents will not be charged for additional hours purchased.

This policy was adopted by: Goostrey Pre-School	Date: 25 th January 2019
To be reviewed: September 2019	Signed: Nicola Ellershaw Approved: Anne-Louise Warren