



Fees Policy April 2020

Abington Pre-School

As of April 2020 the following fees per hour will apply:

Fee Category	Fees from April 2020
2 Year Old	£5.38
3 Year Old	£4.92
Adhoc Session	£5.48
Additional Service Fee (30 hour funded places only)	£1.50
Snack Fee (applicable to all children attending morning sessions)	£0.30
Late Booking/Change Fee*	£20.00
Registration Fee	£25.00
Late Pick Up	£2.50
GAPS hand over	£1.00

*Any additional bookings or changes to bookings should be done at the end of a previous term for the beginning of the next term. Cut-off dates are dependent on term dates and would usually be the last day of the term. Please confirm with Abington Pre-School Manager or the Finance Manager if you have any queries.

Late booking / change fee is applicable if additional bookings or changes to bookings are made within a 14 working day period after this cut-off date.

GAPS afternoon handover fee is £1.00

Late pick up fee is £2.50.

Invoices are issued at the beginning of term for funded children and beginning of half term for non-funded children.

For those children not in receipt of government funded hours the registration fee will be £25.

Payment of fees is flexible on discussion with the manager of the setting or the Finance Manager Louise Woolcott. Payment in full or by instalments, cheque, cash or BACS payments and voucher schemes are all accepted.

Action taken should fees remain unpaid is detailed in the welcome packs and in the **Monies Owed Policy**.

Pre-School Fees charged for over three year old children in Universal Entitlement.

Eligible children are entitled to access up to 15 hours per week of Early Years provision. This can be taken over a 38 weeks as long as the total hours claimed does not exceed 570 hours. The minimum claim is 2.5 hours in any one day, maximum claim is 6 hours in any one day, please consult Louise Woolcott (Finance Manager) if you require more details. Abington Pre-School is only open for 6 hours per day which sets the limit of Early Years provision per day.

Any additional fees charged relate to:

- Hours attended in excess of the free entitlement
- Weeks not funded by the Early Years Funding

Extended Entitlement for eligible three and four year olds.

Some parents/guardians may be entitled to 30 hours childcare if they meet certain criteria.

If eligible they will be sent a code which will need validating by the childcare provider.

At Abington Pre-School we only take up to 24 hours of the 30 hours entitlement.

Please contact our Finance Manager for further information on 01223 894246.

Pre-School fees for two year olds in receipt of the Free Twos Funding as arranged by the Children's Centre.

Any additional fees relate to:

- Hours attended in excess of the free entitlement
- Weeks not funded by the Early Years Funding for two year olds over their 15 hours.

Data Protection:

Abington Pre-School have record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act 2018 and the Human Rights Act 1998.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Pre-School.**

Signed on behalf of the Management Committee:

Print Name: RUTH BEACH

Date: 15/12/2017

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
04/01/2019	R BEACH	04/01/2019	R BEACH
30/03/2019	R BEACH	30/03/2019	R BEACH
15/11/2019	R BEACH	15/11/2019	R BEACH
25/02/2020	R BEACH	25/02/2020	R BEACH