



Fees Policy

Rainbow Pre-school is registered for funding from the Local Education Authority (LEA) for 38 weeks each year.

Funding

15 hours funding is allocated to eligible 2 year olds the term after their 2nd birthday and to all three and four year olds the term after their 3rd birthday. The pre-school must be in receipt of any valid codes, paperwork and must have seen their birth certificate before we are able to claim for your child.

Some 3 and 4 year olds are eligible for the 30 hours funding from the term after their 3rd birthday. The parent is responsible for obtaining and providing the pre-school with a valid code for checking. The government dictates the funding dates as follows; Autumn Term 1st September – 31st December, Spring Term 1st January – 31st March and Summer Term 1st April – 31st August.

It is the parents' responsibility to check their own 30 hour funding code and pass the relevant code to the pre-school at least 3 weeks before the end of the current term. Any codes that are submitted late may jeopardise your allocated hours.

Parents/carers are responsible for on-going checks of their code. Invalid/Non-receipt of codes will result in the parent/carer being responsible for fees and possibly loss of place.

In all cases allocation of funded hours will be at management discretion, where financially viable for the business and in the best interests of the child.

Fees

Early Club, Late Club, Lunch Club or half hourly rate - £4.00

3 hour session for a 2 year old - £17.50 (children are deemed 2 year olds until the term after their 3rd birthday)

3 hour session for a 3 and 4 year old - £16.00

£20.00 Admin charge for preparing paperwork for non-preschool work business.

We are flexible about attendance patterns to accommodate the needs of the individual children and families, however, should parents/carers need to change sessions after they have been agreed an admin charge of £20 will be applied.

We are unable to give extra sessions for missed sessions.

Rainbow Pre-school requires 4 weeks written notice if you wish your child to leave pre-school. If your child leaves before the 4 week notice period you will be liable for fees for this period, even if your child is funded.

Rainbow Pre-school Southampton Ltd is a company registered in England & Wales. Registration No: 10058477. Registered Office: Unit 4, Basepoint, Andersons Rd, Southampton. SO14 5FE.

Consumables Fees

Not all of our costs are covered by the Government funding and this is highlighted by the Department of Education who state that parents should expect to pay for consumables.

Consumable fees are to help cover costs of snack, cleaning products, gloves, paint, paper, playdough, cooking ingredients, Tapestry, staff training, sun cream etc. This list is not exhaustive.

Consumables fees are charged at £4.50 for every 3 and 4 year old child in receipt of 15 hours funding per week regardless of the amount of hours taken and £9.00 per week for every child with a valid 30 hour code where any of the 30 hours are being taken with us. These will be invoiced termly.

Non-funded children of any age are charged at 30 pence per hour. 2 year funded children are exempt from this until the term after their 3rd birthday but we would be grateful for any contributions. If you are unable to pay consumables fees please speak to our management team who are happy to discuss this with you.

Late fees

Fees are invoiced termly and payment is expected within 14 days of invoicing. These will be given to parents when collecting their child. Parents will be alerted on the notice board and on Tapestry when invoices are ready and the 14 days will be taken from that date. It is the parents' responsibility to monitor their Tapestry account and the notice board. Fees are the joint and several responsibility of parents and legal guardians. Fees paid later than the 14 days are considered late payments and will be subject to a £20.00 charge without further notice. In exceptional circumstances payment plans may be considered. Part payments received without prior written agreement will be deemed late payments and charged accordingly.

If not paid within a further 7 days the pre-school reserves the right to withdraw the child's place. It is our policy to recover all unpaid fees and we will take advice from our legal team and follow the small claims court process. An additional £60 charge plus interest will be added to the outstanding bill along with any legal costs involved in the recovery of this debt.

Payment

A minimum £30.00 registration fee is payable for the registration of any non-funded places not covered by the Government funding upto a maximum of 15 hours a week. Above 15 hours the fee will increase to £60. This is non-returnable.

At the beginning of each term parent/carers will receive an invoice showing how many sessions their child will be attending and the total payable. All parents are asked to place their payments in a sealed envelope, with the child's name, date and amount of payment written onto the front of the sealed envelope. Please ensure that the payment of fees is prompt and in full. Payments can be made by cash or cheque payable to Rainbow Pre-school Southampton Ltd.

In exceptional circumstances payment plans may be discussed. These must be agreed in writing and any default in this plan will result in loss or reduction of sessions and late payment fees being levied.

We are happy to accept childcare vouchers/tax free childcare by prior arrangement. If we are not registered with the company you wish to use we are happy for you to make arrangements for this. It is your responsibility to agree a payment plan with us and notify us of who your provider is and when payments are expected/made. Late/non-payment by this method will result in us following our late fee procedure.

Please note that if for some reason children are not able to attend any of their sessions, whether Rainbow Pre-school is informed in advance or not, the fees remain payable as all running costs still have to be met.

We are a self-financing pre-school and rely on fees. It would be greatly appreciated if fees can be paid promptly.

Please note that non-payment of fees may jeopardise your child's place.

We do not reimburse fees for closures which are due to circumstances beyond our control e.g. Bank Holidays, Adverse Weather, Illness, State Morning, and Acts of Terror.

Fees are reviewed on an ongoing basis.

Late Collection

Whilst we appreciate that there are times when parents are unavoidably late, we reserve the right to charge parents and carers. A charge of £10.00 per 5 minutes or part thereof will be applied on each occasion, subject to management discretion. These fees need to be paid within 2 weeks. Non-payment will incur a £20 additional charge and may jeopardise your child's place.

We will pursue outstanding fees in all instances and if necessary we will use the small claims court process to retrieve funds. No changes of hours can be considered until all outstanding fees are paid.

This Policy was adapted at a meeting at Rainbow Pre-school in September 2019

Signed on behalf of Rainbow Pre-school

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Policy review date: September 2020