Tring Stepping Stones Preschool Fees Policy

September 2024 onwards

**From September 2024**

Pre-school fees are £21.00 per session (9.15am-12.15pm) and optional Lunch Club (12.15pm-2pm) is charged at an additional £12.25 per session.  Fees are paid in advance every half term. You will receive an invoice at the beginning of each half term. Fees are payable until the term after your child’s third birthday.  After this time Hertfordshire will fund 15/30 hours childcare per week. Lunch Clubs will remain chargeable at £12.25 per session unless they are included within your funded hours allowance.

Subject to availability, it may be possible to book ad hoc morning sessions at a cost of £25.00 and ad-hoc lunch clubs (eg for a child who is not booked on for the half term but requires a lunch club at short notice) at a cost of £14.

**From September 2025-**

Pre-school fees are £24 per session (9.15am-12.15pm) and optional Lunch Club (12.15pm-2pm) is charged at an additional £14 per session.  Fees are paid in advance every half term. You will receive an invoice at the beginning of each half term. Fees are payable until the term after your child’s third birthday.  After this time Hertfordshire will fund 15/30 hours childcare per week. Lunch Clubs will remain chargeable at £14 per session unless they are included within your funded hours allowance.

Subject to availability, it may be possible to book ad hoc morning sessions at a cost of £28 and ad-hoc lunch clubs (eg for a child who is not booked on for the half term but requires a lunch club at short notice) at a cost of £16

Late Collection Fees

Please contact us as soon as possible if you are running late.  If you are more than 10 minutes late collecting your child from their session, at 12.15pm for the morning session or 2pm for Lunch Club, you will be charged a late collection fee of £7 per 10 minutes (minimum charge £7). This charge will be added to your next fees invoice.  This late fee may be waived at the discretion of the committee depending on the reason for late collection. If your child has not been collected after 30 minutes and we have not been able to contact you or any of your named contacts, we will refer to our Uncollected Child Policy and contact the relevant authorities for support. Please note this charge will increase £8.00 per 10 minutes from September 2025

Childcare Schemes

There are a number of government run childcare schemes to help with the cost of childcare. Working families may be eligible for tax-free childcare for children 0-11yrs or 30 hours childcare from the term after your child’s third birthday. From April 2024, children aged two years and up may be entitled to **15 hours** of free childcare a week. For these and all other schemes to help with cost of childcare please refer to: <https://www.childcarechoices.gov.uk/>

Childcare Vouchers

Childcare vouchers are now closed to new applicants, however if you joined the scheme on or before 4 October 2018 you may still be able to keep receiving vouchers. This enables you to pay for childcare using pretax and NI income. Please check if your childcare voucher provider is Tring Stepping Stones Pre-School registered or talk with your employer If they are not registered or you require further information, please contact our committee Chairperson or email@tringsteppingstones.org.uk.

Cancellation

If pre-school is cancelled for any reason beyond our control, e.g., the building being out of use, snow causing staff to be unable to attend, etc. a full refund for the cancelled session will be issued. This would usually be a credit for the next half term or a cheque issued at the end of the half term if no more fees are due.

Non-Attendance

Pre-school fees are still chargeable if the child is absent due to illness for a short period of time or on holiday. You will be liable for the first half terms fees once a place has been accepted and the £30 registration fee has been paid unless you cancel the place within 6 weeks of your start date. If your child has to be absent over a long period of time, talk to the Pre-School leaders or our committee Chairperson.

Notification of Leaving/Dropping Allocated Sessions or Lunch Clubs

We do require parents/carers to give half a terms notice to terminate a pre-school place or drop allocated sessions or Lunch Clubs. This means notice must be given before pre-school breaks up at the end of the term prior to the term you plan to leave, e.g. before pre-school breaks up for October half term if you wish to leave at the end of the Autumn term in December or before pre-school breaks up for Christmas if you wish to leave at February half term.

Extra sessions for the Autumn term and staff working days are agreed by 1st July, if you wish to change / reduce days/sessions or leave the setting, pre-school must be given notice by 30th June. This will give us the opportunity to finalise your child’s reports and learning journal ready for transition to the new setting.

If required notice is not given in advance then invoiced fees for the half term will be charged.

Un-Paid Fees and Late Payment of Fees

We expect all fees to be paid on time. If fees are not received by the last day of the half term, a £25 charge will be added to your next terms invoice. Where fees remain unpaid and no agreement can be reached over payment, we reserve the right to withdraw the pre-school place.

Difficulty in Paying

In the event of financial difficulties please come and speak with the pre-school leaders or committee Chairperson.

Tring Stepping Stones Pre-School is a registered charity. We are a not-for-profit organisation. The fees are needed to pay for our hall rental and staff wages. Tring Stepping Stones reserve the right to review the fees at any time to reflect rising costs, if at all possible, we will always aim to give at least a half terms notice of any changes.

2 year Old Funding

Pre-school offers places for children who are entitled to a 2 year old free early education place. Children have to meet certain criteria to be entitled to the 2 year old funding and they can start the term after their 2nd birthday. The funding covers up to 15 hours of pre-school provision. Please refer to <https://www.childcarechoices.gov.uk/>

3 & 4 Year Old Funding

Children aged 3 and 4 are entitled to 15/30 hours of free pre-school/childcare provision. The funding starts the term after the child’s 3rd birthday. We aim to offer the full 15 hours to children eligible for 2, 3 and 4 year old funding if capacity allows (as detailed in our admissions policy). If you are eligible for up to 30 hours of funding we can add on time for lunch clubs and we are happy to share funding with another setting, day nursery or childminder. Please check the other providers policy for sharing funding.

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of  | Tring Stepping Stones Preschool  |   |
| Date to be reviewed  | **January 2025**  |   |
| Signed on behalf of the management committee  |   |
| Name of signatory  |   |
| Role of signatory   |   |

Sign:                                                Date:

**Staff sign as read and understood**

|  |  |  |
| --- | --- | --- |
| **Staff name**  | **Staff signature**  | **Date**  |
|  |   |   |
|  |  |  |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |