

**Section A – Fees**

**Fees are set by the Committee.** Details of the fees payable for each session will be notified to parents at the beginning of each term. The Committee will try to give as much notice as possible of any changes. If a change in fees is necessary part way through a term, it will take effect after the half term holiday.

At present (September 2023) the fees are £5.50 per hour, per child (£16.50 per session)

All children are required to pay a yearly consumable fee of £45. This to cover the cost of things like snack, sun cream, craft & cooking activities, malleable and messy play. This can be paid in full or termly at £15 per term.

**Fees are normally due for every chargeable session once a place is taken by a child.** As Busy Otters has many costs which must be covered, any session your child misses must still be paid for. Therefore, if your child is ill or on holiday then fees are still due. Fees may normally only be waived in the event of hospitalisation of the parent or child, or at the discretion of the manager.

**Fees are payable in advance.** An invoice will be emailed to you as soon as possible at the beginning of each month and must be paid in full within 7 days of receiving the invoice.

Fees must be paid directly into our bank account-

CAF Bank Ltd  
Sort code  
40-52-40  
Account number  
00031951

A fees file held at Busy Otters will contain a record sheet to record payments. Any problems with payment should be notified to the administrator or manager as quickly as possible to make repayment arrangements and avoid embarrassment.

**Late payments could cause real financial difficulties for the pre-school as we are a charity.**

Therefore, we ask for all invoices to be paid within 7 days of receipt of invoice. If payment is not received on time, then a charge of £15 will be added to next month's bill, Failure to pay this will incur another charge and will be added onto the next months bill and so on.

If you receive an invoice in addition to claiming government funded hours, and if payment is not received in good time, Busy Otters will limit your child's time at the pre-school to those funded hours only. If you pay by invoice only, then your child will be excluded from Busy Otters until paid funds have cleared. Any other children in your family would not be allowed to join the setting until the outstanding amounts have been paid in full.

Busy Otters will take all reasonable steps to protect its income and will seek to recover the arrears and costs.

**Notice Period**

If you decide to leave Busy Otters Preschool, you are required to give 4 weeks' notice. If a notice period is not given and you are claiming Government funding Busy Otters will claim the full 4 weeks through Devon County Council as suggested in their Provider Agreement. This means you will be unable to use your funding elsewhere until the notice period is over.

If you are not claiming funding, you will be billed as normal for your notice period.

### **Late Drop-Off Fee**

It is vital that your child arrives to preschool on time. For safeguarding reasons our gate will be locked at 9:20am every morning and 12:20pm. Any child who arrives after these times will incur a charge of £5 up to the first 10 minutes late. Every further 10 minutes will incur another £5 charge.

For example: -

up to 9:30am = £5,

9:30am -9:40am = £10 and so on.

You will be invoiced for this, and payment will be required within 7 days of receipt. Failure to pay will result in further charges.

### **Late Collection Fee**

If you are late to collect your child at the end of their session there will be a charge of £5 per every 10 minutes you are late past 3.20pm. You will be invoiced for this, and payment will be required within 7 days of receipt. Failure to pay will result in further charges. Consistently late collections will result in your child's place being revoked.

### Section B – Funding

Government funding is available to all children from the term after they turn three years old. At present, this is for 15 hours of childcare per week, for 38 weeks of the year for every child. This may increase to 30 hours if parents/carers are eligible. Please check the gov.uk website of eligibility criteria.

In Devon, funding is obtained from the Early Years Education Funding Partnership (EYEF) at Devon County Council. Parents must supply the child's birth certificate and national insurance number, which will be photocopied by the pre-school, and we countersign to say that we have seen the original.

A few weeks after the start of term, we have 'Headcount' week, during which parents are asked to sign a form to declare how many hours of funded care they are claiming per week.

Funding can be split between two or more care providers, but parents must complete a conflict buster form to declare how much funding is to be used for each setting.

As a condition of receiving funding, Busy Otters is required to keep a register of attendance and to record the type of absence. Auditors make checks on attendance and other records at very short notice throughout the year, and we must be able to prove that where a child has been absent many times that we are not fraudulently claiming funding for a child that does not attend as much as they have claimed for.

*Please note that this is not intended to be a complete statement of EYEF funding policy or procedure and that for further or full guidance, parents may contact the Committee of EYEF.*

Signed.....Chantelle West.....(on behalf of the Committee)

Signed .....Carol Clarke.....(Manager)

Date.....15/01/2024.....

To be reviewed annually.