



## **Waltham Pre-School**

Waltham-on-the-Wolds CE Primary School, Melton Road,  
Waltham-on-the-Wolds, Melton Mowbray, Leicestershire, LE14 4AJ

[www.waltham.leics.sch.uk](http://www.waltham.leics.sch.uk)

office@walthampreschool.risemat.co.uk 01664 464089

## **Funding and Fees Policy**

We offer a service which is fair and competitively priced and aim to offer a high-quality service, in a safe and stimulating environment where the needs of individual children are met. The aim of this policy is to ensure that there is a clear understanding of the commitment to the necessary financial procedures required by parents to secure a place for their child/ren at Waltham Pre-school whilst meeting the running costs of the setting.

For the purpose of this policy, the term 'parent' or 'parents' refer to those with legal parental responsibility for the child/ren attending Waltham Pre-school.

This policy has been approved by the Executive Head teacher and Cluster Governor Committee of Waltham-on-the-Wolds CE Primary School, in partnership with RISE Multi Academy Trust, the Early Years Business Advisor for Leicestershire County Council and the Pre-school Manager.

Date Policy agreed: 2 September 2022

Date amended : Dec 24

Date of review: August 2025



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### Opening Hours

Waltham Pre-School operates 38 weeks a year, Monday – Friday; term time only. Waltham Pre-school will be open during the hours of 8.30am and 4.00pm.

### Bookings

Bookings for all Pre-school children should be made via the Pre-school Booking form, and for funded children, a Parental Statement of Undertaking must also be completed. Booking forms are completed in advance for a full term or part-term if a child joins mid-way through the term.

All funded hours or privately paid bookings must be booked in the following blocks.

If your child requires a Pre-school hot dinner rather than a packed lunch from home, please indicate this on your Booking Form or let the Pre-school know before 9.15am on the day. NB **Lunchtime is between 12.00-1.00pm.**

### Available sessions are:

Morning session no lunch	8.30 – 12.00	3.5 hours
Morning session with lunch	8.30 – 1.00	4.5 hours
Afternoon session with lunch	12.00 – 4.00	4 hours
Afternoon session no lunch	1.00 – 4.00	3 hours
Full day	8.30-4.00	7.5 hours

If all sessions are fully booked, then a waiting list process will be implemented and we will contact you as soon as an opening becomes available.

### After School Club Provision for 3 and 4 year olds

Parents requiring further child care provision for children aged 3 or 4, may access Waltham-on-the-Wolds CE Primary School's After School Club which, at present, is located in the main school (subject to availability). Sessions are available Monday to Thursday (term-time only) as follows: 4.00-5.15pm; these times correspond with the current arrangements for After School Club at the School. Tea is served at 4.30pm. To book your child into After School Club, please speak to Lyndsey Wright, Waltham Primary School administrator as there is a separate booking process; details are also available on our website: [Waltham After School Club](#)

### Fees Payable

We are a cashless school and Pre-school, so all fees are payable via ParentPay within 10 school days upon receipt of the invoice. Personal log-in details will be provided and there is direct access to the portal via our website.



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**For the academic year 2022-2023, the hourly rate charged by Pre-school for nonfunded hours will be £5.25 per hour.**

**Lunch will be charged at a daily rate of £2.55 and can be ordered via Relish. This is billed on a separate system.**

		Government Funded Places	Non-funded Places (£5.25 per hour)
Morning session no lunch	8.30-12.00 (3.5 hours)		£18.38
Morning session with lunch	8.30 – 1.00 (4.5 hours)		£23.63
Afternoon session with lunch	12.00-4.00 (4 hours)		£21
Afternoon session no lunch	1.00-4.00 (3 hours)		£15.75
Full day	8.30-4.00 (7.5 hours)	Equates to 4 full days with extended 30-hour entitlement	£39.38

Fees payable will be reviewed at least annually by the Cluster Governor Committee.

### Government Funding (FEEE Funding)

1. Waltham Pre-school is registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding. This includes funding for 2-year olds where relevant.
2. The term after their third birthday, children become entitled to 570 hours government funded Early Education Entitlement funding (FEEE funding). There is also an extended offer of 1140 hours for working families, if they meet the government criteria, which goes towards child care over a period of 38 weeks a year (equates to 15/30 hours per week).

<b>Children who are 3 between:</b>	<b>Are eligible for funding from:</b>
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1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> September
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April

3. Parents are not obligated to take the full number of hours per week; they may take more or fewer hours according to availability.
4. Waltham Pre-school will give parents all the forms they need (Parental Statement of Undertaking [PSOU] and Booking form) and these must be completed in good time to secure the funded places.
5. Working parents will need to register with HMRC in order to open a 'Government Gateway' account to receive the extended entitlement (30 hours funding). Parents will also need to re-confirm with HMRC that they are still eligible every 3 months. <http://www.gateway.gov.uk/>
6. The funding will come directly to us from Leicestershire County Council once they have received the paperwork.
7. Any hours taken in excess of 15/30 hours per week are chargeable at the standard rate of £5.25 per hour. Funded weekly hours which are not utilised cannot be 'banked' for future use.
8. Once a place is requested and confirmed for a child at any session, that place becomes payable all term unless sufficient notice is given (see notice period arrangements below).
9. Emergency or additional bookings above those sessions already paid for, may be made in agreement with the Pre-School Manager but only if there is a place available within the current staffing arrangements. Any unclaimed FEEE hours can be used to fund additional hours (i.e. those above the agreed normal hours) subject to availability at the setting. Any additional hours taken that are not covered by FEEE funding will be charged in arrears in the following term's invoice.
10. FEEE funding can be divided between providers if the child attends more than one setting. Please provide full details upon registration in order for us to correspond with them accordingly.
11. Funding is for 38 weeks a year only, and therefore if the Pre-school opens for any additional weeks, funded children will be charged for any additional sessions they attend at the rates set out above unless they have unclaimed FEEE hours.



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### **Invoicing**

Invoices for each half term's fees for childcare will be issued two weeks before the end of the previous half term. Payment is then required within 10 school days by Arbor, Tax Free Childcare or childcare vouchers or the child will not be able to attend. We are currently registered with most of the main childcare voucher providers. Please use the reference on the invoice for all payments.

Invoices are based on submitted booking forms and Pre-school registers. By signing the booking form, parents commit to paying for the sessions they have booked, subject to our notice period provision below.

### **Late Payment and Non-Payment of Fees Procedure**

As a Pre-school with limited funds at our disposal, we expect Parents to assist us with the smooth running of Waltham Pre-school by ensuring that all fees are paid promptly. The Governors reserve the right to terminate the child's placement at the Pre-school with immediate effect and instigate debt collection procedures if invoices are not paid on time.

Obviously, we appreciate that from time to time unforeseen circumstances may occur which result in late payment of fees. This is why, as a considerate organisation, we are committed to resolving payment issues in full partnership with parents - please speak to the School office should you be experiencing difficulties in making payment: tel. 01664 464269.

If a parent is persistently late in paying fees, the pre-school will request a £100 non-refundable deposit to guarantee the child's continued place at the pre-school.

### **Absence from Pre-school**

All parents are required to contact pre-school if their child is going to be absent and to inform us in advance of any planned holidays. Parents will need to sign an absence form (available from the pre-school office) for each absence. If a child is absent from Pre-school, parents are still required to pay fees and/or use funded hours for these sessions as per the booking form, as the running costs to the Pre-school remain the same. Parents are required to sign an absence form otherwise costs will be incurred because Pre-school must keep accurate records of absence in order to comply with funding criteria.

A late pick-up fee of £20 per hour or part hour will be added on to the invoice if parents are *persistently* late collecting their child at the agreed time; this is to cover additional staff costs.



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### **Pre-school Closures**

If the Pre-school is closed unexpectedly and unavoidably, e.g. inclement weather, no heating/water, damage to building rendering it unusable, parents are still required to pay fees and/or use funded hours for these sessions as per the booking form, as the Pre-school is still responsible for overheads/running costs. The Pre-school will use all reasonable endeavours to remain open or re-open as swiftly as possible, including relocating to alternative premises (e.g. the Early Years setting at Waltham-on-the-Wolds CE Primary School) if this is a viable option.

### **Notice Period**

If parents no longer wish their child to attend Waltham Pre-school, we require written notice four weeks in advance of their date of leaving. If this notice isn't given, parents will be charged £5.25 per hour for all booked sessions for four weeks from the child's last day at Pre-school. This applies even if the child was using FEEE funding whilst at the Pre-school.

Waltham Pre-school reserves the right to terminate the contract without notice in the event of persistent unsuitable behaviour (of a child or parent) that contravenes our behaviour policy and after all attempts to support the individual have failed or non-payment of fees. At all other times, one months' notice in writing will be given.

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Parents/Carers are required to sign the following declaration of agreement:

### **Waltham Pre-school**

### **Funding and Fees Policy 2022-2023**

### **Parent Declaration**

I understand and agree to the terms and conditions contained within this policy and understand my financial responsibilities in securing and sustaining a place at Waltham Preschool for my child/ren.

Name of child \_\_\_\_\_

Signed \_\_\_\_\_ (person/s with parental responsibility)



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Print name/s \_\_\_\_\_

Date \_\_\_\_\_