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## Fees & Nursery Education Grant Policy

Frenchay Pre School has a Fees & NEG Policy to ensure that there is a system in place providing information about the payment of pre-school fees and how we operate under the NEG Code of Practice.

### **FEES**

All fees charged are to cover costs for the day to day running of the group. These costs include staff wages and development, hall costs, pre-school equipment and essential daily resources. In order to continue to update equipment and to develop new ideas and resources, the Pre School needs to ensure that the stated fees cover all outgoings at least. We will ensure that we are providing high quality equipment and resources continually.

The Pre-School reviews fees at the end of each term. It is anticipated that there may be increases in order to cover rising inflation costs and to ensure that the pre-school can afford to purchase day to day items and also ensure that the equipment is of a safe, varied and high quality.

Bills will be provided Sept, Jan & April and we would ask that prompt return of payment occurs to ensure that we are able to cover our outgoings. The date we require payment by will

be detailed on the bill, usually within 7 days of

receiving the bill. If fees are outstanding 7 days after invoice and no agreement with Lucy has been made, a 1<sup>st</sup> reminder will be issued and another 7 day period to pay. Should fees still remain outstanding a final reminder will be issued and if fees are then outstanding after 7 days of this reminder you will forfeit your child's place at the pre-school. Fees are still payable for non-attendance e.g. holidays or sickness.

You are required to provide 4 weeks NEG notice (fees) in writing if you are withdrawing your child or decreasing /changing sessions.

### **Nursery Education Grant (NEG)**

When your child becomes eligible for the grant (The term after their 3<sup>rd</sup> birthday - either Sept, Jan or April), the pre-school will ask you to complete EY4 form for the council and also provide a copy of the child's birth certificate or passport. Some children will be eligible for '30 hours' funded childcare. This is offered as 21 hours per week, all year round. You must provide us with a code if you wish us to apply for this for your child.

These forms must be completed and returned in order that you receive the grant. **PLEASE NOTE: If these forms are not returned by the deadline, you will be invoiced in full for the fees.** The grant covers payment for 15 hours a week for 38 weeks per school year. If

Written by:	Lucy Foley
This policy was adopted by the pre-school on:	23 <sup>rd</sup> Jan 2015
Signed off by the Director of Frenchay Pre-School	Lucy Foley
Next Review Date	January 2019
Links to EYFS	Safeguarding and promoting children's welfare.



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there are more weeks in a term than the NEG provides for, parents will be advised and the extra amount due will be noted on the bill provided.

The pre-school is committed to ensuring that no one is excluded due to financial difficulties. We are able to offer support if needed. This support would remain confidential between the Director, Manager and parent/carers.

If you require any further clarification about fees or how the Grant works, please contact Lucy. Also you can get a leaflet from South Glos Council Web Site outlining the criteria for receiving the grant.

### **Hourly Structure**

The way we structure our day in the pre-school is variable and extremely flexible for parent/carers. We can offer the following:

1. 3hrs = 9am - 12pm
2. 3hrs = 12pm- 3pm
3. 6hrs = 9am - 3pm

Your child will require a packed lunch if they wish to have lunch with us.

### **Hourly Rate as at January 2018**

£5.00 per hour for 2, 3 and 4 year olds

### **NEG Weeks per Term are usually**

Sept - Dec = 13 weeks

Jan - Mar = 12 weeks

Apr - Jul = 13 weeks

The weeks in each term above may vary. Parents will be advised on each bill of the number of weeks within each term.

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