

Under Fives Roundabout
Payment Policy and
Procedures
Policy No: 4.2

Last reviewed: June 2024

To be reviewed by: June 2025

Responsible member of staff – Sam Capes

Signed/ dated:  13/06/2024

Responsible member of committee: Louise Andrew

Signed/ dated: 

Policy and Procedure for the Payment and Collection of Fees in Preschool

Early Years Funding

- At Roundabout we are registered to receive Early Years Funding which children are eligible to receive from the term following their second or third birthday according to their family situation.

What is Early Years Funding?

There are three strands of early years funding for 2, 3 and 4 year old children.

- ⊗ **2 year old expanded entitlement** - some two year olds of working parents are entitled to a maximum of 570 hours free early education per year.
- ⊗ **2 year old targeted entitlement** is for children of parents on a low income.

To find out if you are eligible, you will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit. You can:

- ⊗ Apply online cambridgeshire.gov.uk/free2s
- ⊗ Apply by phone to Education Welfare Benefits Team on 01223 703200

⊗ **Universal entitlement** - All three and four year olds are entitled to a maximum of 570 hours free early education per year. Check the table below for the eligible dates of birth.

⊗ **Extended entitlement** - Three and four year olds of working parents may be able to access an additional 570 hours free early education per year if they meet certain criteria. For more information and to check eligibility, go to the website childcarechoices.gov.uk

Your child's 3 rd birthday	When your child will receive universal Early Years funding
1 September – 31 December	Spring term (starts January)
1 January – 31 March	Summer term (starts April)
1 April – 31 August	Autumn term (starts September)

- A child whose birthday is in September and who starts at 2 years 9 months will pay fees for one term and will then be funded for 5 terms if they are not eligible for the expanded or targeted twos funding.
 - A child whose birthday is in the spring term and starts younger than 2 years 9 months, will pay for two terms if they are not eligible for the expanded or targeted twos funding.
- Roundabout currently opens for no more than 38 weeks in a school year.
 - Our term dates are similar to but not the same as local primary school dates and are published to parents and available on request.
 - Repeated regular non-attendance on days funded by Early Years Funding without written reason may mean that the council asks you to repay the funding received on your child's behalf. Please let Sam or your keyworker know if your child is going to be absent or write an email to Sam to say why your child will be absent.

Procedure for applying for Early Years Funding:

Roundabout will issue a funding claim form to the parent/carer. This must be filled in and brought back with proof of your child's date of birth by the deadline. You will need to declare any Early Years Funding sessions being claimed elsewhere (eg. at a

day nursery, childminder or other pre-school). If you do not sign the form by the deadline, you will not be able to claim Early Years Funding for the term.

Fees for Preschool

1. Preschool opens from 8.40 am until 3.10 pm. Non-funded hours are charged at £8 per hour from 1st September 2024. Fees are payable when your child is too young to claim Early Years Funding, you choose not to claim funding, your funding is used at another setting, or if you are paying for hours in addition to your 15/30 hours either on a regular or occasional basis.
2. Please note that children starting at 2 years 6 months are not eligible for Universal or Extended Entitlement for at least one term (please see above) but your child might be eligible for 2 year olds expanded or targeted entitlement.
3. Fees are reviewed each year and would normally rise in September, but the Committee of Management reserves the right to change fees at any time of the year with a month's written notice.
4. Fees are payable in advance on a half-termly basis and each school year consists of six half-terms. Parents can choose to pay for the whole term if they so prefer. We reserve the right to change the timings of payments (for example on to a monthly basis) with one month's written notice.
5. Parents are notified of the required fees at the end of the previous term where possible or at the latest by the start of each term either by email or by post.
6. The payment, preferably by BACS to Under Fives Roundabout, by the deadline date on the invoice.
7. Cash payments should be handed in person to the manager or deputy manager. The manager or deputy manager will open and check the contents in the presence either of the payer or another member of staff.
8. Parents preferably should pay by BACS (bank transfer). Details will be on your invoice. The parents must use their child's name as a reference.
9. Fee payments are checked by manager and entered onto the fee register. If requested, manager will issue a receipt.
10. Anyone in particular need or with difficulty in paying must speak to the manager before the start of term. It may be possible to agree a payment plan.
11. If payment has not been made and a payment plan not been initiated by the end of the first week of the payment period, Roundabout may ask the family to withdraw their

child from the sessions, the child's place will be suspended, and Roundabout may offer the place to a child on the waiting list. The family remain liable to pay for all the sessions that the child has attended up until that point. **Each reminder of outstanding fees will be charged an administration fee £10 per reminder.**

12. If your child is in receipt of Universal Entitlement and you have chosen to book extra hours but have reneged on the payment of these, the child's hours will be reduced to the free entitlement and you will not be allowed to book additional hours until the debt has been cleared. Once the debt has been cleared, you must pay for any additional hours in advance.
13. Some employers offer Childcare Voucher schemes where fees can be paid through them. We are normally able to accept payment under these schemes. Please talk to the manager.
14. Fees are payable regardless of whether your child is able to attend the booked sessions or not and refunds are not given.
15. Currently we do not charge fee-paying families for our staff training days and any Bank Holidays. If the family takes a combination of funded and fee-paid hours at Roundabout, then we will use the claim on the Early Years Funding form to determine which hours are claimed under Early Years Funding and which are paid as extra.
16. Please note that twins and multiple siblings are charged the full price of their preschool sessions. There are no sibling discounts.
17. Please see the end of the policy for notice periods.
18. If a child starts mid-term the fees will be calculated and adjusted accordingly by the Manager.
19. If fees are not paid, Roundabout reserves the right to apply to the Courts for recompense and will charge all fees incurred to the family.

Toddler Group Fees

1. The fee for toddler group is £3.50 a session on a pay as you go basis. Siblings over one year old are £1.20 each. Children brought by childminders are counted as separate admissions and are charged the full fee per child. We offer a prepaid card for 10 sessions and 11th session free.
2. A family attending with a baby and no older sibling will be charged £1.50 on a pay-as-you-go basis. From the half-term after your baby has had his or her first birthday, toddler group fees will be charged.

Refunds for Pre-school

1. Refunds or credits will not be given except in cases of long-term illness for which we will usually receive a doctor's note or other such evidence. We will not offer refunds, credits or reductions for occasional absence, short-term sickness or holidays or mid-term reductions in hours
2. We will do everything possible to open all of our groups on all of our scheduled days, without compromising the safety and security of the children. If we are forced to close due to reasons out of our control (for example, terrorism, vandalism, fire, storm damage, floods, pandemics, snow), no refunds will be paid.

Notice Periods

1. For fee-paying Preschool families, six weeks' written notice must be given before withdrawing your child from our sessions. If notice is not given we will charge fees for 6 weeks.
2. For children in receipt of Early Years Funding, you will be required to pay the fees for this time at your child's new placement.