

Woolpit ARC

Fees Policy

Statement of Intent

We are committed to providing a high quality service to children and families. We need to cover our costs in order to provide this service. We aim to keep our fees at an affordable level and to offer the Early Years Free Entitlement as appropriate.

Methods

Free places are available under the Early Years Free Entitlement whereby children are entitled to 15 hours per week for 38 weeks per year free of charge (funded by Suffolk County Council) from the term after they turn 3yrs old. We do not charge a deposit or registration fee for places. You will be asked to sign a Parent/Carer Funding Form once a term for the funded (free) hours.

Parents can opt to use the 'stretched' offer if not taking the full 15hrs entitlement during term time. This means any unused hours can be 'stretched' to use in Holiday Club. If you would like more information regarding this then please speak to one of the managers.

Any additional hours taken above the free 15 hours per week will be charged at our normal sessional rate unless you qualify for the 30hr Scheme. This scheme is only available to working parents of 3 and 4 year olds. Terms and conditions apply. If you would like more information regarding this then please speak to one of the managers.

Some 2 year olds may also be entitled to 15 hours free Early Years Education if they meet certain criteria. Please speak to one of the Managers if you think your 2 year old may be entitled to Early Years Funding. This will normally commence from the term after they turn 2yrs old.

Invoicing

We invoice monthly in advance. If parents/carers find this difficult, then weekly payments can be arranged by speaking to our administrator or one of our Managers.

Absence

All Fees paid are non-refundable - including if a child is absent due to sickness or for other reasons. *(For long term sickness over 5 days, fees may be reduced at the discretion of the Management).* If your child is poorly, you must phone us before the session starts as we need to be aware of the number of children attending to maintain our staff to child ratios.

Extra Sessions or Hours

Any extra sessions or time booked after the fees have been invoiced will be carried over to the next invoice the following month.

Term Time Holidays

For absence, due to Holidays you will still be charged your usual fees unless you have given notice before the 1st day of the month that the holiday will be taken in.

When withdrawing a child, or decreasing the regular days of attendance

Fees that have been paid in advance are still non-refundable. The revised days of attendance will be applied to the following invoice. If a child is leaving the setting, any days already paid for are non-refundable.

Woolpit Arc Holiday Club

Holiday Club fees will need to be paid in advance, at the time of booking where possible but at least two weeks before the Holiday Club begins.

We will accept last minute bookings if places are still available. Payment will then be required on the first day of attendance.

Holiday Club Fees are non-refundable for any reason including sickness.

We can accept payment online, by cheque, cash or childcare vouchers. If parents/carers wish to pay via on-line banking, our bank details are on the invoice or can be emailed to you. We ask that you email us to inform us when your payment has been made. Our email address is admin.woolpitarc@timicomail.co.uk

Fines for Late Collection (applies to all our sessions, including Holiday Club)

Children can easily become distressed when they have not been collected on time and staff are not paid or insured to care for children outside of the set hours. We have a legal limit on how many children we can care for at any one time and we plan staffing accordingly for numbers of children booked in. We understand that sometimes unforeseen circumstances can make you a little late and in that case, you must phone us to let us know.

If we receive no phone call or you are repeatedly arriving late to collect your child we have a fine system for late collection.

Fine system for late collection:

If the ARC is Closed

After 6pm Mon - Fri for After School Club & Holiday Club:

Up to 15 minutes late **£10.00**

We will charge a further **£5.00 for every 15 minutes** thereafter

If you are late by one hour and we have not been able to contact you, we will then have to follow our **Uncollected Child Procedure**.

Other Charges / Items you need to provide

We have lunch at 12pm. You need to provide a packed lunch for your child if they are staying all day (or coming in at 12pm). Alternatively, you can order a hot dinner via Woolpit School at a cost of £2.30.

All snacks and drinks are provided free of charge

NB School dinner is not available during Holiday Club

If your child is in nappies, you will need to provide nappies, wipes and creams as appropriate. It is also advisable to provide a change of clothing particularly if your child is being potty/toilet trained.

In the summer months, we ask that you provide your child with sun cream and a sun hat. It is essential that all items are named.

Problems with Payment

If you are struggling to afford the fees, please speak to the Manager or office administrator at the earliest opportunity.

If you are two weeks or more in arrears with fees, or if there is recurrent late or non-payment of fees, your child's place/extra hours will be at risk of being withdrawn.

Late Payment

If payments are not received by the date shown on the invoice, then a late payment fee of £5.00 may be added to the amount due. We may use email, text, phone or letter to chase up outstanding amounts.

We reserve the right to take legal action in the event of non-payment.

Discounts

There is a 10% discount for siblings attending the same session in Breakfast Club, Lunch Club, Pre-School and After School Club. (i.e. the first child is charged at the full rate and any siblings receive the 10% discount.)

There are no longer any sibling discounts for Holiday Club.

Our Fees

Breakfast Club 8.00am - 9.00am **£3.50** per session

Pre-School 9.00am - 12.00pm **£12.00** per session

Lunch Club 12.00pm - 1.00pm **£4.00** per session

Lunch Club is only charged for if your child is not doing the afternoon Pre-School session that day. If your child stays for both the Pre-School sessions in one day, then Lunch Club is covered in the Pre-School Fees. (or funded hours if your child receives funding).

Pre-School 12.00pm - 3.00pm **£12.00** per session

After School Club

Children collected between 3.15pm and 4.15pm **£4.00**

Children collected between 4.20pm and 5.15pm **£7.00**

Children collected between 5.20pm and 6.00pm **£8.10**

Holiday Club

3hrs _____	£12.00
4hrs _____	£15.40
5hrs _____	£18.75
6hrs _____	£21.90
7 – 10hrs _____	£25.00

All times booked over the hour will be rounded up to the next time bracket
(eg 4.5 hrs will be charged at 5hrs)

Signed on behalf of Woolpit ARC

Signature _____

Name Jackie Grant _____

Role Manager _____

Date 23rd November 2016 _____

Last Reviewed 11th March 2019 _____

Review Date February 2020 _____