Devon Moors Federation

PRE-SCHOOL CHARGING FEES POLICY

Signed by Chair of Governors .....

Agreed at the Policy Review Meeting on 25/3/21

This policy will be reviewed annually

Devon Moors Federation
Pre-School Fees Policy

Please also refer to our Admissions Policy

Standard Fees

Each hour at the Pre-Schools in the Devon Moors Federation are charged at the following rates:

- Copplestone Pre-School only: Children aged up to 3 years old: £4.60 per hour.
- Children aged 3 years and above for hours not covered by Government funding: £4.10 per hour.

For children receiving government funding

The term after their third birthday, all children become entitled to 570 hours over a period of 38 weeks a year (which is 15 hours per week). The pre-school administrators will give you all the forms you need and the funding will come straight to us. If you use your full entitlement before the end of the 38 weeks you will be charged at £4.10 per hour for the rest of the year. 30 Hour extended entitlement is also available for some families, you can check your eligibility with childcare choices, please ask the administrators for details.

Copplestone Pre-School Only: Free Childcare for Two- Year-Olds scheme

There is an offer of free childcare for two-year-olds in Devon County Council who meet the requirements conditions. The aims of this offer include providing childcare to the most disadvantaged two-year-olds and to narrow the gap in educational achievement between disadvantaged children and other children in the County.

All referrals for places must go through Devon County Council, and you must be in receipt of one of a list of benefits, such as Income Support. A full list of the required benefits, additional criteria and information about how to apply for the funding can be obtained from the Copplestone Pre-school office.

Vouchers and Tax-free Childcare

We are registered for tax-free childcare and with several voucher schemes; please see administrative staff for details.

Contract

Once the contract with the pre-school is signed you are liable for the full amount. Should sessions need to be changed this must be done in accordance with the Pre-School policy.

Bills and Payments

Bills will be distributed at the beginning of each month. If payments are not made before the end of the term, your place for the following term will be withdrawn.
Fees are payable if your child is on holiday, sick or absent.

Payments

Payments should be made by the end of the month for that month's fees, and be paid either by cheque or cash in a clearly marked envelope in the school reception area or by ParentMail for Copplestone and Spreyton Pre-Schools and ParentPay for Kilmington and Shute Pre-Schools. If you are on benefits or experiencing difficulty with payments please speak to the pre-school administrators.

Late payment of Fees

If fees remain unpaid, despite correspondence with parents/carers, we will refer the debt to the Devon County Council Debt Collection team. Before this referral we will make every effort to assist with payment plans. Additional non funded hours will be removed if payment is not made.

Leaving

If your child is leaving the Pre-school, at any of the schools in the Devon Moors Federation, half a term's written notice must be given to the office. When a child leaves in the middle of a term, fees must be paid for the remainder of that half term. For government funded children transferring to another setting a 4 week notice period will be applied to funded hours.

Review of Pricing

The Governing Board will review the fees in March each year.