



**Devon Moors  
Federation**

# **PRE-SCHOOL CHARGING FEES POLICY**

Signed by Chair of Governors.....

Agreed on 7<sup>th</sup> February 2023

This policy will be reviewed annually

## **Devon Moors Federation Pre-School Fees Policy**

Please also refer to our Admissions Policy

Devon Moors Federation consists of the following pre-schools:

Copplestone Pre-School  
Spreyton Pre-School  
Filleigh Pre-School  
Kilminster Pre-School  
Shute Pre-School

### **Standard Fees**

Each hour at the Pre-school is charged at the following rates:

- Children aged up to 3 years old: £4.80 per hour.
- Children aged 3 years and above for hours not covered by Government funding: £4.30 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). Pre-school 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 £4.30 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 administrator for details.

### **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 Pre-school/Admin 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 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 next month, only funded hours will be offered until the debt is cleared. 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. If you are on benefits or experiencing difficulty with payments please speak to the pre-school administrator.

## **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 Pre-school, 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.

