

The Children's Workshop

FEES Policy

It is our intention to make our Pre-School accessible to children and families from the local community regardless of ethnicity, gender, race, ability, religion or sexual orientation of parents.

Registration fee

There is a non-returnable Registration Fee of £75.00. This includes the cost of a Children's Workshop sweatshirt, Starter Pack (available during your child's practice session/first week of term) and initial Practice visit. If the child is put on the Waiting List, when we do not guarantee a place, the £75.00 fee should not be paid until a place is offered.

N.B. under the Childcare Bill (2006) Parents of children already eligible for the Early Years Free Early Education Funding are not obliged to pay a Registration Fee but will instead be charged for preliminary visits, Starter Pack etc.

Fees

The fees charged together with funds received from the Early Years Free Early Education funding, must cover operating costs. These include extra-curricular activities, staff salaries, relief staff, in-house training, learning journals, replacement of worn out equipment, acquisition of new equipment and materials for the children, office materials and administration, cleaning, maintenance and repairs. In order to continue to provide an affordable, quality service, the preschool must charge fees that allow it to remain economically viable.

1. Fees should be paid termly. All fees should be paid in full before the half-term break, unless an alternative arrangement has been agreed with the Business Manager or Mrs J. Tait. Fees can be paid weekly or monthly in advance by arrangement. If the terms fees have not been paid the place may be offered to other children.
2. Payment can be made in cash or by cheque. Cheques should be made payable to The Children's Workshop. Alternatively, parents may choose to pay fees directly in to our bank account. The details of which are: HSBC: **Mrs J.C.Tait** Account number: **91519972** Sort Code: **40-43-04** Parents are requested to use their child's name as reference for any payments made in this way.
3. Payments can be made through the Employee Childcare Voucher Scheme in the interests of tax-efficiency. The Business Manager or Mrs. J. Tait can be consulted for further information and can provide reference numbers for participation through the scheme. We can also accept payment through the Government Tax-Free Childcare scheme.
4. Fees are payable even during absence as the place has been reserved. This policy can be re-considered in the event of long absence due to illness or other exceptional circumstances. Under our Safeguarding Policy, if the absence is unexplained, enquiries will be made as to the reason, with a view to notifying relevant authorities if there is no adequate explanation.
5. Outstanding fees: If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in **genuine financial difficulties**.

Full details for each Term's Fees are clearly published in invoices and our website.

Funding

As the Children's Workshop is registered under Ofsted, the **Universal** Free Early Education (FEE) Funding is available for all children from the Term after their third birthday, for up to 15 hours per week for a minimum of 2½ hours per session.

Child born between	Can have funding from
1 April 2016 to 31 August 2016	September 2019 (Autumn)
1 September 2016 to 31 December 2016	January 2020 (Spring Term)
1 January 2017 to 31 March 2017	April 2020 (Summer Term)
1 April 2017 to 31 August 2017	September 2020 (Autumn)
1 September 2017 to 31 December 2017	January 2021 (Spring Term)

Parents will be required to provide a photocopy of the child's Birth Certificate or Passport and sign a Declaration in order to access the Funding. When the Funding does not cover the fees, it is necessary to charge for the shortfall that covers the cost of various extras including extra time, staff ratio 1:5, extra activities and extra resources. Particular financial difficulties should be discussed in confidence with Mrs. J. Tait.

Please note, under the terms of the Childcare Bill 2006:

Parents will not be obliged to pay the shortfall. They will be entitled to remove children at the end of the 15 hours in order to avoid any payments.

This action would obviously be disruptive and in either circumstance it would be advisable for parents to choose a Setting with more appropriate timings and financial arrangements.

Parents who do not intend paying the shortfall/charge for extra services should inform Mrs. J. Tait prior to accepting a place at the Children's Workshop. The extra fees are £2.90 per hour, i.e. £9.42 for the 3 ¼ hour session, £12.32 for the 4 ¼ hour session and £13.05 for the 4 ½ hour session, for the 15 hrs Universal Early Years Free Early Education funding (see table below for further information).

The government has provided an additional 15 hours to some working parents and this is called the **extended entitlement (30 hours)**. There are strict criteria for this entitlement and parents will need to check their eligibility via the H.M.R.C. Please note that we are only able to offer a maximum of 22.5 hours per week (15hrs universal + 7.5 hours extended funding).

Free Early Education for Two year olds (FEET) offers eligible families up to 15 hours of free early education and childcare a week. Please contact the Business Manager for further information.

Early Years Pupil Premium (EYPP) may also be available to some parents. The funding is paid directly to childcare providers. Please contact the Business Manager for further information.

N.B. In accepting a place for your child at the Children's Workshop, you are indicating that you understand and are willing to pay the appropriate fees

Sessions available are:-

Group	Sessions	Hours	notes
Blue	3 ¼ hours	9.00am – 12.15pm	Do not stay for lunch
	4 ¼ hours	9.00am – 1.15pm	Stay for lunch
Red	4 ½ hours	9.00am – 1.30pm	Stay for lunch

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Our Charges (September 2019):

For children not yet eligible for the Government Early Education Funding (born after August 31st 2016)

Our Fee is £7.40/hour

3 ¼ hrs sessions (£24.05/session):		4 ¼ hrs sessions (£31.45/session):	
2 sessions per week	£48.10	2 sessions per week	£62.90
3 sessions a week	£72.15	3 sessions a week	£94.35
4 sessions a week	£96.20	4 sessions a week	£125.80
5 sessions a week	£120.25	5 sessions a week	£157.25

Charges for those born before August 31st 2016 and eligible for the UNIVERSAL entitlement.

3 ¼ hour session from September will be £9.42

4 ¼ hour session will be £12.32 for the first 15 hours per week*

4 ½ hour session will be £13.05 for the first 15 hours per week*

*For more than 15 hours per week the extra hours are charged at £7.40per hour.

Weekly Costs:	Sessions per week	3 ¼ hours	4 ¼ hours	4 ½ hours
	2	£18.85	£24.65	£26.10
	3	£28.28	£36.98	£39.15
	4	£37.70	£58.30*	£65.70*
	5	£52.75*	£89.75*	£99.00*

Charges for those born before August 31st 2016 and eligible for the UNIVERSAL and EXTENDED entitlement.

3 ¼ hour session from September will be £9.42

4 ¼ hour session will be £12.32

4 ½ hour session will be £13.05

Weekly Costs:	Sessions per week	3 ¼ hours	4 ¼ hours	4 ½ hours
	2	£18.85	£24.65	£26.10
	3	£28.28	£36.98	£39.15
	4	£37.70	£49.30	£52.20
	5	£47.13	£61.63	£66.25

Please Note

The Children's Workshop is able to provide up to two **fully funded** places per year for families with extenuating circumstances. These will be solely at the Managements discretion.

Information about all Early Years Education Funding can be found on the Government website:

<https://www.childcarechoices.gov.uk>