

Noah's Ark Pre-school

Supporting children and families with God's love and practical care



Fees and Finance Policy

Noah's Ark Pre-school is a not-for-profit organisation, and all parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so may result in the child being unable to attend the setting.

Overview

- Fees will be set annually by the Trustees and will generally take effect from 1st September.
- Changes to fees will be notified to parents at least one month in advance of the change taking place.

Payment

- Invoices will be sent by email at the beginning of each term and must be paid within the time specified on the invoice. Please advise the Office Manager if you are likely to have difficulty paying. Persistent failure to pay may result in the child forfeiting their place at Noah's Ark.
- Parents/carers are encouraged to pay by BACs transfer - bank account details are detailed on the invoice and available on request.
- Cheque and Cash payments must be handed to the Office Manager and a receipt will be provided. Cheques should be payable to Noah's Ark @ CRBC.
- Any additional sessions will be invoiced separately.

Non-Attendance

If a child does not attend a session which has been booked e.g., due to illness, holiday etc., a refund will not be given.

Notice Period

If a parent/carer wishes to remove their child from the setting, they must put this in writing to the Office Manager, one term in advance (two terms if in receipt of the Free Early Education Entitlement). A final invoice will then be provided.

Help with Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Tax Free Childcare
- Free Early Education Entitlement (FEEE)
- Colleges providing financial assistance.
- Childcare vouchers.

In times of financial difficulty, parents/carers are encouraged to discuss the issue with the Office Manager and consider a payment plan.

Non-payment of fees

If someone continues not to pay fees this may result in a reduction in hours or the loss of their child's place at Noah's Ark.

Fee Structure - Noah's Ark Pre-school offers places for children aged 2-4 years and is open term time only (38 weeks) per year.

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Sessions available at Noah's Ark

Breakfast Club	-	from 7.45 – 8.45 (Tuesday – Thursday)
Morning Session	-	from 8.45 – 11.45am
Lunch club	-	from 11.45 – 12.30
Afternoon session	-	from 12.30-3.30pm
Tea Club	-	from 3.30 – 5.00 (Monday – Thursday)

Children not eligible for FEEE: (based on age at the start of each term)

	2-Year-olds	3- & 4-year-olds
Morning or afternoon session	£6.60 per hour or £19.80 per session	£6.10 per hour or £18.30 per session
Breakfast Club	£6.00	£6.00
Lunch Club	£5.00	£5.00
Tea Club	£7.00	£7.00
Snack charge per term	£20.00	£20.00
Registration Fee*	£50.00	-

*Registration fee – this covers insurance and starter pack and is non-refundable.

Free Early Years Education Entitlement - All FEEE entitlements at Noah's Ark are funded at 38 weeks enabling families of 3- and 4-year-olds to access up to 15 hours each week. In addition, some working families will be eligible to claim Extended Entitlement, increasing their claim to 30 hours a week. From April 2024, working families of 2-year-olds will be eligible to claim for extended 15 hour entitlement.

- Universal FEEE for 3- and 4-year-olds: up to 15 hours a week (a maximum of 6 hours in a day). Families of all 3- and 4-year-olds can claim this entitlement following their child's 3rd birthday and not before the start of the next entitlement period which commences at the start of Term 1, Term 3, or Term 5.
- Extended FEEE for 3- and 4-year-olds: up to 15 further free hours taking the claim to no more than 30 hours a week. Eligibility for this is validated by HMRC. To check your eligibility please visit: www.childcarechoices.gov.uk. If you are eligible for the extended FEEE, HMRC will allocate you an 11-digit code. To validate your claim for extended FEEE you will need to present your HMRC 11-digit code to Noah's Ark so that it can be checked. This MUST be done on the first day of Term 1, Term 3, and Term 5:

If you do not bring your code in you WILL NOT be eligible for the EXTENDED FEEE and will be liable to pay for the additional hours over the universal FEEE. The charge for this is detailed in the fee structure below.

- 2-Year-olds from working families: expanded 15 free hours are available to children from the term after their 2nd birthday. Parents must apply via by visiting www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long) and this needs to be verified by Noah's Ark before starting.
- FEEE for 2-year-olds: up to 15 hours a week. Some families can claim for 2-year-olds. To ascertain eligibility for FEEE for 2-year-olds, families will need to apply directly to the local authority. Applications forms can be downloaded from: <https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>.

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Additional Charge for the provision of snacks - Here at Noah's Ark we value the opportunity for the child to share sociable interactions whilst enjoying a variety of healthy foods. We will continue to charge £20 a term to cover the cost of providing a variety of healthy snacks.

Voluntary Contributions when accessing the FEEE entitlement at Noah's Ark:

- **Funded Children:** Here at Noah's Ark, we offer an extensive range of enriching experiences for the children to enjoy including cooking, woodwork and food exploration. To help us continue to be able to offer these opportunities we ask parents who are receiving FEEE entitlement for a voluntary donation each term. This is calculated at £1.00 per funded hour, so for a child doing 15 funded hours the voluntary donation would be £15 per week. This donation also helps us to not only continue to fund the experienced staff team we have. Without these donations we would not be able to continue to offer such an exciting environment for the children to learn and engage in.

- **Forest School:** In their Pre-school year children will get the opportunity to attend forest school. We know that children gain a huge amount from these sessions. There is a cost for us to be able to offer this to children (staffing, transport, waterproofs) and so will ask parents/carers for a voluntary donation to cover the cost. This will be detailed in the letter inviting your child to take part in forest school.

Why we ask for voluntary contributions - Noah's Ark Pre-school has always provided an excellent level of early years provision and we want to continue to be able to do this with our well-qualified and experienced staff and above average adult-to-child ratios.

The environment offered here at Noah's Ark both inside and out provides them with varied and stimulating opportunities which require ongoing financial expenditure to maintain and enhance.

It is important to note that although there is no statutory obligation to pay the voluntary contributions it is hoped that parents/carers who register at Noah's Ark do so because they value and prioritise the specific quality of provision that we provide and want to support this. If you wish to discuss this further, please don't hesitate to do so.

Vouchers - We accept vouchers from employers' childcare voucher schemes. Please ask at the office and we will give you the appropriate code for your nominated scheme.

Tax-Free Childcare – this is an online government service to help working parents. Parents/carers set up a childcare account and pay into this. For every £8 you pay in, the Government pays £2, up to a maximum of £2,000. You can use this to pay for childcare.

Notice - If a fee-paying child leaves during the school year, a term's notice must be given. For children who receive FEEE, two terms' notice must be given.

The Trustees reserve the right to change the terms of this policy at any time.

Reviewed by Sophie Turner 28th March 2024

Signed.....date.....

Print name.....Role.....

Signed.....date.....

Print name.....Role.....

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