



Collection of Fees Policy

Details of help you can get in paying for childcare can be found at:

www.childcarechoices.gov.uk

www.gov.uk/help-with-childcare-costs

www.gov.uk/childcare-calculator

These websites explain different help that is available, who qualifies and how to apply.

We provide childcare (Monday to Friday) from 0730 to 1730 all year round.

We are registered with the Local Authority to offer funded education places to 2, 3 and 4 year olds.

Funded 2 Year Olds

Some 2- year old children are entitled to up to 15 hours early education for 38 weeks per year (i.e 570 hours per year*).

Criteria for this entitlement can be found at: www.childcarechoices.gov.uk.

The Local Authority must approve a child's entitlement.

Details on this can be found at Swindon.gov.uk.

Further hours are charged at the rate of £4.80 per hour.

We are able to split these hours over more than 38 weeks.

Funded 3 & 4 Year Olds

All 3 and 4- year old children are entitled to funding through the Early Years Entitlement of up to 15 hours per week 38 weeks per year (i.e. 570 hours per year*), from the term after their third birthday.

Further hours are charged at the rate of £4.80 per hour.

We are able to split these hours over more than 38 weeks.

30 Hours 3 & 4 Year Olds

Some 3 and 4- year old children are entitled to an additional 15 hours a week of free childcare (i.e. 30 hours total). This is over 38 weeks per year (i.e. 1140 hours per year*), from the term after their third birthday.

Criteria for this entitlement can be found at: www.childcarechoices.gov.uk.

Further hours are charged at the rate of £4.80 per hour.

We are able to split these hours over more than 38 weeks.

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07712713369 Email : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



To keep getting your 30 hours free childcare, you must sign into your government childcare account every 3 months to reconfirm your eligibility.

Fees for children who do not claim early years funding at my setting are £4.80 per hour.

Children are registered for a number of hours per week with fees being invoiced on a monthly basis.

Fees are due in advance of childcare being provided.

Fees must still be paid if children are absent for short periods of time, e.g. due to illness or being on holiday. If your child has to be absent over a long period of time, please talk to me to discuss any fee arrangements. Any discussions will be completely confidential.

We are registered to accept Tax-Free childcare

To keep getting your Tax-Free Childcare, you must sign into your government childcare account every 3 months to reconfirm your eligibility.

We do accept Childcare Vouchers. Details can be found at www.gov.uk/childcare-vouchers-better-off-calculator.

Parents/carers may be entitled to additional Working Tax Credits or the childcare element of Universal Credits towards payment of childcare used at my setting.

Fees will be reviewed as required and a month's notice will be given to all families of any increase agreed.

Non-payment of fees will be dealt with promptly, according to my Collection of Unpaid Fees procedure below. Persistent non-payment will mean the loss of any non-funded hours for your child.

Collection of Unpaid Fees Procedure

Where no payment of fees has been made by a parent/carer for 4 weeks, they will be invited to discuss the matter with me, confidentially.

Following discussion, agreement reached regarding payment will be put in writing, to include timescales.

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If discussion is declined, or if a payment method is not committed to, we will inform the parent/carer in writing that no further (non-funded) hours will be available to their child until arrears have been paid in full.

If the issue remains unresolved we will seek legal advice and may terminate the contract, potentially with immediate effect (see also exclusion policy).

We will at all times respect confidentiality, and aim to work with parents/carers to reach a positive and realistic solution.

Signed: _____

Date: _____

Review Date: _____

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