

FEES POLICY 2018-19 (No. 1 CLUB)

No. 1 Club provides before- and after-school care for children attending St. Alphege Infant and Nursery School.

No. 1 Club is governed by the Pre-school Group Committee. The Committee reviews the fees annually, in advance of the start of each new academic year, to ensure that they cover the base costs and are comparable to the fees of other similar settings. The Pre-school Group will give families a full half-term's notice should any fee increases be necessary during an academic year.

The address of No. 1 Club is: Oliver Bird Hall, Church Hill Road, Solihull, B91 3RQ. We are registered as 'St. Alphege Pre-school'; our Ofsted Registration Number is 250123.

FEES PAYABLE

Fees for the 2018/19 academic year are as follows:

- An annual **Registration Fee of £20** is payable per child upon confirmation of a place at No. 1 Club, in order to secure each child's place. It covers the basic administration required to prepare for the child joining No. 1 Club.
- **Attendance Fees** are payable termly, based on the number of sessions due to be attended during the term. The Fee payable depends on the timing of the sessions attended, as follows:
 - Morning (08:00 – 08:45): **£6.50 per session**
 - Short Afternoon (15:25 – 16:30): **£8.00 per session**
 - Long Afternoon (15:25 – 18:00): **£13.00 per session**
- A '**Club Run' Fee of £2.00 per session** is payable for any pre-arranged late collections from school following an after-school club.

GOVERNMENT FUNDING

Families with 3 and 4 year old children are entitled to 15 hours of Government-Funded childcare from the term after the child's 3rd birthday. This 'universal entitlement' will be used in full at St. Alphege Infant and Nursery School for those children attending the Nursery Year there.

The Government introduced an 'additional entitlement' of 15 hours a week for some working families from September 2017. We are currently investigating whether No. 1 Club will be able to accept these additional funded hours. Please contact the No. 1 Club Manager if this is something you might be interested in.

ADDITIONAL CHARGES

Late/unpaid fees

Unless prior arrangements have been agreed, an administrative charge of £10 per week will be applied to any fees received after the payment deadline.

If after 2 weeks, payment has still not been received, the child will not be able to attend No. 1 Club until all outstanding fees are paid in full.

If fees remain unpaid, No. 1 Club will pursue the outstanding amount (plus any additional costs incurred) through the small claims court.

Late collections

The No. 1 Club session closes at 6.00 p.m., and we request that all parents arrive by 5.55 p.m. to allow time for some brief feedback from staff before the session ends. Late collections, even by a few minutes, may cause distress to a child, plus our staff have their own commitments.

If a child is not collected on time, an additional charge will be incurred. The late collection charge is £10 for every 15 minutes (or part thereof) that the child remains at No. 1 Club awaiting collection. Multiple late collections may result in the child being excluded from No. 1 Club.

Children booked for the shorter afternoon session (until 4.30 p.m.) are able to stay until 6 p.m. if the No. 1 Club Manager is notified of this in advance of the session. A payment equal to the difference in the respective Attendance fees will be required.

Duplicate invoices

Duplicate invoices (hard copy or e-mail) requested after the payment deadline, will incur an administration charge of £5 for the first invoice, plus £3 for each additional invoice requested at the same time.

Confirmation of payment

A receipt will be issued immediately for all cash payments received.

Duplicate receipts will incur an administration charge of £5 for the first receipt, plus £3 for each additional receipt requested at the same time.

A summary of all payments made during an academic year will incur an administration charge of £15.

PAYING YOUR FEES

Payment Deadlines

All fees are payable in full by the date noted on the relevant invoice. For Registration fees, this will be shortly after confirmation of a place, and payment will be required to secure the place. Attendance fees are usually payable within seven days of the start of a new term. Fees for any additional sessions or school collections / Club Runs will usually be invoiced at the end of each half-term, but on some occasions payment may be required in advance of the session in order for the child to attend.

We will issue termly fee invoices at the start of each term.

How to pay

Our preferred payment methods are direct bank transfer, Childcare Vouchers or Tax-Free Childcare (please see below for further details on Childcare Vouchers and Tax-Free Childcare). Please include your child's name and 'No. 1 Club' in the reference field so that we can allocate your payment correctly.

We will also accept cheques or cash if required. Cheques should be made payable to 'St. Alphege Pre-school', and may be handed to the No. 1 Club Manager directly or placed in a clearly marked envelope and posted through the wire letter-box attached to the rear/side door of the Oliver Bird Hall. All cash payments must be handed directly to the No. 1 Club Manager in a clearly marked envelope – an immediate receipt will be issued for any cash received.

We are not able to refund fees if your child is unable to attend No. 1 Club (e.g. due to illness, holiday or appointments), or if No. 1 Club has to close due to unforeseen circumstances like heavy snow.

Unless otherwise agreed in advance, any overpayments at the end of an academic year will not be carried over to the next academic year, and will instead be treated as a donation to the Pre-school Group.

If any families are having, or envisage having, any difficulties paying their fees, they should speak in confidence to the No. 1 Club Manager as soon as possible. We will do our best to work with you to ensure a mutually agreeable arrangement.

TAX EFFICIENT WAYS TO PAY FOR CHILDCARE

Childcare Vouchers are a tax-efficient scheme, provided through employers, to pay for childcare costs. No. 1 Club accepts Childcare Voucher payments and has existing arrangements with a number of Childcare Voucher Providers.

If paying by Childcare Vouchers, please ensure there is enough money in your account to cover the first invoice (which may take a couple of months as there is a maximum monthly deposit amount).

A new tax-efficient Government scheme for working parents, called '**Tax-Free Childcare**', has recently been set up. The Government has a website with further information for parents: <https://www.childcarechoices.gov.uk>. As well as information on the new 30 hours funding (for some families), the website also confirms that all Childcare Voucher Schemes are expected to close to new entrants during October 2018. If you are employed, but not already in a Childcare Voucher Scheme, it is worth speaking to your employer as soon as possible so they can help you decide if you would be better off joining a scheme before the cut-off date. The replacement scheme – Tax-Free Childcare – may be better for some, but not all, families.

Please note that we cannot refund any overpayments made via Childcare Vouchers or Tax-Free Childcare. We are also unable to transfer funds to any other children (unless they are siblings).

CHANGING SESSIONS

Additional sessions

Any requests for additional sessions should be directed to the No. 1 Club Manager for consideration.

Permanent session changes (additions) usually take place from the start of a half-term, and would need to be agreed no later than 3 weeks before the end of the previous half-term.

Any additional or one-off sessions need to be agreed with the No. 1 Club Manager in advance.

Reducing sessions

Any reduction to sessions must be advised in writing (e-mail or letter) to the No. 1 Club Manager.

Permanent session changes (reductions) usually take place at the start of half-terms 2, 3 or 4, and would need to be agreed by the first day of the previous half-term.

Permanent session changes (reductions) for half-terms 5 and 6 may be possible if notice is provided by the first day of half-term 3 (i.e. by 8 January 2019), in order to provide No. 1 Club with sufficient time to reallocate the place and potentially invite another family to join.

If sufficient notice of session reductions is not provided, payment will still be required until the end of the relevant term (for example, if notice is received after 8 January 2019, full payment up until the end of the academic year will be required).

There is no requirement for a minimum number of weekly sessions at No. 1 Club, although we would recommend 2 or more sessions per week so that the child can settle more easily.

The No. 1 Club Manager may, at their discretion, permit later notification of session reductions if it is considered in the best interests of the child, and if it does not jeopardise the financial stability of the Pre-school Group.

LEAVING NO. 1 CLUB

Sufficient notice is required in writing (e-mail or letter) to the No. 1 Club Manager should you wish to remove your child from No. 1 Club during an academic year.

Notice is required as follows:

- leaving during Term 1 (10 Sep to 21 Dec 2018) – Notice is required by 15 August 2018;
- leaving during Term 2 (8 Jan to 12 April 2019) – Notice is required by 5 November 2018;
- leaving during Term 3 (29 Apr to 19 July 2019) – Notice is required by 8 January 2019.

If sufficient notice is not provided, payment will still be required until the end of the relevant term (for example, if notice is received after 8 January 2019, full payment up until the end of the academic year will be required).

The No. 1 Club Manager may, at their discretion, permit later notification if it is considered in the best interests of the child, and if it does not jeopardise the financial stability of the Pre-school Group.

CONFIRMATION AND QUESTIONS

Your agreement

All families will be asked to agree in writing to the above Fees Policy before the child is able to attend No. 1 Club. We will include a form to this effect in each child's welcome pack.

Contact details

If you need any further information, please contact the 'St. Alphege Pre-school Finance Manager' at fiona.staps@outlook.com.