ALDERMAN JACOBS SCHOOL

PRE-SCHOOL BOOKING AND PAYMENT POLICY

Aims

The purpose of this policy is to ensure the transparent process for booking places and payment procedures at Alderman Jacobs Pre-school. It is our aim to ensure all parents and carers experience a fair process in booking sessions for their child/ren and are given clear guidelines for paying any pre-school fees for non-funded sessions.

Legislation and Guidance

Cambridgeshire Free Early Years Funding Agreement (Cambridgeshire County Council) – Charging guidelines

Cambridgeshire County Council Count me in for Early Years Funding and Pupil Premium Information for parents

This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

The Governing Board - overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.
The Headteacher - is responsible for ensuring that appropriate staff understand this policy and it is implemented consistently.
Staff - are responsible for implementing the policy consistently, highlighting any suggested alterations to processes and therefore this policy and input to policy review consultation.
Parents/Carers – are responsible for adhering to the process in this policy, checking their eligibility for the Extended entitlement, responding to the reminders from the HMRC every three months to confirm that their details haven't changed, complete the Parent/Carer Declaration for free entitlements, provide proof of child's identify, address and date of birth

Definitions

Universal entitlement - all 3 and 4 year olds are entitled to a maximum of 570 hours free early education per year.
Extended entitlement - 3 and 4 year olds of working parents may be able to access an additional 570 hours free early education per year if they meet certain criteria.
Schoolgateway – safe and secure way to make cashless payments to Alderman Jacobs Pre-school
HMRC – UK's tax, payments and customs authority
Childcarechoices.gov.uk - this website informs of the government's introduction of new ways to help parents with childcare costs.

Booking places
Once a parent has gone through the admission process (see Admissions Policy) of application, they will be offered sessions based on what is available at that time, considering the needs of the child and the constraints of the setting.

If a child is currently a pupil of the pre-school and their parent or carer wishes to extend their sessions, they are able to do this based on what is available. Parents need to request these session changes by completing a *Change of Session* form, available on our website or from the office. Changes to sessions may only begin at the start of a new half term and with two weeks' notice prior to the end of the current half term. This is subject to the requested sessions being available.

Payment process
Upon a child starting their first four weeks at Alderman Jacobs Pre-school, their parent or carer receives an invoice for their sessions up to and including the end of that half term. The invoice states which sessions are funded and which sessions are to be paid for according to Alderman Jacob Pre-school fees.

Following their first invoice, parents/carers receive a new one during the first four weeks of each half term, covering fees until the end of that half term. Therefore, in an entire academic year a parent/carer may receive up to 6 invoices.

Invoices will be emailed to parents and carers, or a hard copy will be made available if not able to access email.

Parents and carers must pay according to the payment date/s stated on the invoice. Invoices should be paid using SchoolGateway. Parent and carers may also request to use Childcare Vouchers and must inform us about it before their child begins their sessions so that compatibility to use the scheme can be clarified.

Late payments will incur a charge of 5% of the total bill. If payment is not made within 2 months of a payment due date then the child's place in Alderman Jacobs Pre-school will be withdrawn.

Invoices only cover the cost of Alderman Jacobs Pre-school childcare fees and does not include charges for anything supplementary.

Absence and Cancellations
If a child is absent from Alderman Jacobs Pre-school then Parents/carers are still required to pay for any sessions that they have booked.

In the event of a child leaving the setting and not needing their place anymore or in the event of parent intending to split their funded hours with another setting, a parent/carer is required to give a four week notice period in writing in order for any change or split to funding to be processed by the Local Authority
If a parent/carer wished to reduce or cancel an amount of their child's booked sessions this may only take place at half termly points. In the event of a parent/carer no longer wanting their child to attend Alderman Jacobs Pre-school (for funded and non-funded places), notice of four weeks needs to be given in writing and they will be liable to pay for any booked sessions until the end of that notice period. For a parent/carer to request any changes to sessions, including a reduction of sessions they will be required to complete a Change of Session form and follow the procedure outlined in the 'Booking places' section of this policy. In exceptional circumstances, this period may be wavered.

If the late pick up fee is not paid after repeated reminders, we reserve the right to withdraw the child from their place in pre-school.

Charges
Aside from the 15 hours and 30 hours entitlement or any additional benefit for childcare costs, the charges will be as follows:

Half Day session	Full day session
£18.75	**£37.50**

This fee structure will be processed without being a barrier to taking up funded places.

Lunches

Children attending a full day session are able to have a school dinner. Children are also able to bring a packed lunch if they prefer on some or all days they are with us.

Lunch Costs:

· **Free** for children entitled to Benefit related Early Years Pupil Premium (EYPP).
· **£2.70 per meal** for all other pre-school children.

How to Book Lunches: All lunches must be pre-booked and paid for in advance using the Arbor Parent App or website. Bookings can be made up to 6.45am on the day and you can also book several weeks in advance.

A £10.00 late pick up charge will be applied to children for each occasion where they are not collected by (10 minutes after the end of the session):

Morning session	Afternoon/full day session
12.00pm	**3.15pm**

Where parents are separated, the charge will be made to the parent that should collect from that session.

Funded places
On applying to Alderman Jacobs Pre-school, parents/carers are given an information sheet that outlines the criteria for government Early years funding. This information is clear and transparent and signposts families to sources of further information.

It is the parent/carers responsibility to check their eligibility for the Extended entitlement through www.childcarechoices.gov.uk. If eligible, parents/carers will be directed to the HMRC webpage to apply and will be issued with an 11 digit eligibility code which **must** be given to Alderman Jacobs Pre-school. It is also the parents/carers responsibility to respond to the reminders from the HMRC every three months to confirm that their details haven't changed. The Local Authority will make checks on the validity of eligibility codes, following Alderman Jacobs Pre-schools initial validation check, and let Alderman Jacobs Pre-school know if it is no longer valid. A 'grace period' is given if the extended entitlement is no longer funded. Places can be lost if job circumstances change and parents/carers no longer meet the criteria.

If a child attends more than one setting, parents should contact the School Office to discuss sharing funding with the other setting to ensure there is no duplication, which could result in charges for the parent.

The maximum number of funding hours that can be claimed in each year-long funding period is 570 for each Universal and Extended hours, starting the term after the child turns 3 years old. If funding is claimed by another setting during this year, and the 570 hours is exceeded, Alderman Jacobs pre-school reserves the right to invoice the parent for any hours not covered by funding.

Parents/carers must complete the Parent/Carer Declaration for free entitlements, provide proof of child's identify, address and date of birth (e.g. short form birth certificate or NHS card) and agree with Alderman Jacobs Pre-school when the place will be taken up. Alderman Jacobs Pre-school will not be able to claim funding for a child's place without this form.

Links to other policies:
Alderman Jacobs Pre-school Admissions Policy

Statutory/Non-Statutory							
~~**Created**~~/Reviewed ~~/Updated~~		**Ratified**		**Review Frequency**	**Next Review Date**	**Signed by**	
By	**Date**	**By**	**Date**			**Head**	**Chair**
Sarah Holdsworth and Donna Agger	Autumn 2025	LGC	Summer 2025	4 Year	Summer 2029		