

Clyro Pre School Fees Policy

It is important that you read through this Fees Policy carefully and understand what is expected. Bills are generated by Powys County Council. Any fee enquiries should be taken to Powys County Council, not the Pre School. Please contact finance@powys.gov.uk. By signing the Clyro Pre School contract you agree to the details within this document.

- Settling-in

Settling in sessions – settling in sessions are an important part of your child's transition into our care. We offer 1 x 2 hour settling in sessions which are no chargeable.

If you would like to book further short settling in sessions, please let Rowan (setting leader) know. These will be charged at the normal hourly rate.

If you end the contract with the Pre School, full payment for the sessions booked will be retained as the sessions have been provided for the sole use of your child. A months notice must be given to terminate the contract. Any hours will be forwarded to Powys County Council.

- Fees payable

Clyro Pre School offer several timing options. Clyro Pre School accept educational and childcare offer hours to all children who are eligible. Clyro Pre School also offer per hour, as below, if you are not eligible for the educational and childcare offer hours.

9-11am – Free educational funded or £6.40 per hour total = £12.80

9-1pm – Free educational funded hours + Childcare offer hour or £6.40 per hour total = £25.60

9-3pm – Free educational funded hours + Childcare offer hours or £6.40 per hour total = £38.40

9-3:30pm – Free educational funded hours + Childcare offer hours or £6.40 per hour total = £41.60

Food is provided by Powys County Council at £2.55 per day including VAT. These are added to the invoices that Rowan sends to Powys County Council and will appear on your bill when generated.

All of the above hours/food costs are sent to Powys at the end of each term, for example end of October, End of December. These bills will then be generated by Powys and sent via email to the email provided by the Parent/Guardian. Please note that if you have booked hours/days on the contract that is what you will be billed. Earlier pickups, holidays or sick days will be fully charged if your child was due in on that day. The agreed timings and days of each child is how the fees will be charged for that day. It is at the discretion of the parent/carer if a child is being picked up earlier than the agreed time. The day, full day and per hour fee will not alter if a child is picked up from the setting earlier.

Clyro Pre School is only open term time.

The Attendance Register, which must be completed at the beginning and end of each session, will show the exact time each child arrives and leaves the premises and can be consulted at any mutually agreed time in case of a query over hours.

Any other hours you wish to book and any meals will be charged at the published rates.

Please remember that the hours charged are the hours held by you for your child's sole use. Contracted hours are payable regardless of late arrivals, early collections, parent/guardians child's illness, occasional days off etc.

There will be no charge during school half terms, school holidays, bank holidays or inset days as the Pre School will be closed.

- Contract Termination

The termination period does not include holiday days / weeks.

The termination period is chargeable at the normal rate. If any fees are outstanding, including any fees in lieu of notice, you will be acting in breach of your contract. This will be taken up by Powys County Council and you will be informed by them directly.

- Fees Review

Fees are reviewed annually and you will be informed as soon as possible if any fees are due to change.

Parents/Guardians please remember.....

Booked sessions are reserved for your child's sole use. This means that Clyro Pre School is unable to care for another child on the days and sessions that your child is due to attend. This also means that Clyro Pre School charge full fees if your child is dropped off late or collected early. Clyro Pre School charges full fees for all booked sessions and overtime if extra sessions are required.

If you have any questions about Clyro Pre School Fees Policy, please do not hesitate to discuss this with Rowan (Setting Leader).

Signed:

Review date: