**PRICING POLICY.**

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| To secure a place at Windmill Pre-School, a registration fee of £25 is payable for all non-funded children.  All childcare fees are termly in advance and are split into two equal payments. The first payment is required on receipt of the invoice and the second at the end of the following month. Ideally payment should be made by bank transfer or tax free childcare scheme vouchers (if eligible). Please inform the administrator if you would like to pay monthly or weekly rather than half termly.  Fees will be invoiced to the person named on the Registration Form.  Fees are payable during periods of absence from the Pre School, including sickness, holidays, inset days and Bank Holidays. If you collect your child early from a session the full session charge will still be charged. If a child is due to start on the first day of term, which is also an inset day, there will be a charge for this to ensure all staff can attend essential training and prepare for the beginning of the new term.  Fees are calculated on the basis of 38 weeks of the year and dependent on the number of weeks in the term. If your child starts during the term, you will only be charged for the sessions your child attends.  Windmill Pre-School is open Monday to Friday during term time only.  Four weeks written notice is required if you wish to withdraw your child at any time from the Pre-School or reduce the number of sessions your child attends.  Windmill Pre-School reserves the right to charge interest on late fees at the rate of 2% over the Nat West Bank rate. For represented payments or cancelled Standing Orders a minimum charge of £20 per occasion will be applied. Unless a parent communicates to inform us about a late payment, children may be excluded from the Pre-School if fees remain outstanding more than 14 days beyond their due date and the registration terminated.  Parents/carers collecting children late from the Pre-School may be subject to a surcharge of £15.00 for every 10 minutes or part thereof.  Fees will be reviewed annually in April, parents/carers will be given half a term written notice of any fee increase.  **With regard to the Early Years Education Funding – (Universal & Extended):**  **Universal offer** is 15 hours per week for eligible 2 year olds and 3 year olds - 570 free hours, allocated over the 3 academic terms Autumn, Spring and Summer. Parents must obtain an eligibility code for 2 year old funding from Buckinghamshire County Council in order to confirm a funded place.  See: [**Local Management of the Free Entitlement for 2, 3 and 4 year olds - Valid from September 2017**](https://extranet.buckscc.gov.uk/servlet/download.aspx?id=0ba1c814-2330-4acf-ada3-9db2f66e244e).  **Extended offer** is 30 hours per week – 1140 free hours allocated over the 3 academic terms Autumn, Spring and Summer  These can be claimed as either 15/30 hours per week over 38 weeks *or* the Stretched Offer with free hours aligned to the same number of term time hours available - stretched offer is not offered at this setting.  **We offer Breakfast Club, Early Starts and Late Finishes –** Breakfast club @ 8am is £6.50/hr, Early Start @ 8.30am is £3 for 30 mins and Late Finishes @ 3pm is £6/hr.  **Siblings –** A 20% discount is applied to any siblings attending the setting together.  When accepting an EEF place at the Pre-School there is **NO** Registration Fee or Deposit payable.  The hours will be available in the following blocks:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | | **8am - 8.30am** | **8am - 8.30am** | **8am - 8.30am** | **8am - 8.30am** | **8am - 8.30am** | | **8.30am - 9am** | **8.30am - 9am** | **8.30am - 9am** | **8.30am - 9am** | **8.30am - 9am** | | **9am - Midday** | **9am - Midday** | **9am - Midday** | **9am - Midday** | **9am - Midday** | | **Midday - 1pm** | **Midday - 1pm** | **Midday - 1pm** | **Midday - 1pm** | **Midday - 1pm** | | **1pm - 3pm** | **1pm - 3pm** | **1pm - 3pm** | **1pm - 3pm** | **1pm - 3pm** | | **N/A** | **3pm - 4pm** | **3pm - 4pm** | **3pm - 4pm** | **N/A** | | **N/A** | **4pm -5pm** | **4pm - 5pm** | **4pm - 5pm** | **N/A** |   This offer is Term-Time only and the session times need to be set at the beginning of term and stay the same throughout the term so that ratios and safety can be maintained.  If a child is eligible for Universal funding and attends additional hours an hourly rate will apply as shown in our fees.  It is important to know that whilst EEF can be split between 2 providers, under the rules of the Bucks CC Scheme it is not possible to split free hours between a provider on the 38 week offer and another on the 51 week offer. Please therefore advise your Pre School Manager if it is your intention for your child to also attend another setting and claim EEF.  Parents MUST complete either a **PPA-U or PPA-E** form and provide proof of your child’s date of birth. Parent must also state on forms if they are claiming from a second provider and if so, which provider is claiming the universal hours and which the extended hours.  **Important Information**  Prior to claiming the Extended offer, parents are required to register with <https://childcare-support.tax.service.gov.uk/> in order to obtain an eligibility code which has to be verified by EEF prior to funding being confirmed. A funded place will not be confirmed until the eligibility code is validated and parents will be liable to pay full fees if the code is not validated. Parents must re-register every three months to ensure funding still available – you should receive a reminder email from the childcare website to do this.  **This policy was reviewed and amended : 6th September 2022**  **Bryony Smith – Chair of Windmill Pre-School Management Committee Claire Baker – Manager of Windmill Pre-School**  **…………………………………………………** |