



Fees Agreement

Woodcote Pre-school
Woodcote Village Hall
Reading Road
Woodcote
RG8 0QY

Tel: 01491 682300 (24-hour answer phone)

www.woodcotepreschool.co.uk

Child's name:

Woodcote Pre-school Group is a registered Charity. It is **not** a profit-making organisation and although our staff are paid, it is run by the management committee, who are all volunteers.

Our fees are intended to cover basic running costs such as staff wages, rent, insurance and day-to-day expenses. Unlike many pre-schools we do not expect parents to come in and help in the pre-school on a rota basis.

Our margins are necessarily tight, and it is therefore crucial that all fees are paid promptly and that a formal process (set out below) is in place for collecting any outstanding fees.

If you have any concerns about the following fees agreement or payment of fees generally, please do not hesitate to talk to our Chairperson, Treasurer or Pre-School Manager whose details appear on the display board in the entrance hall.

We would ask you **not** to speak to the staff (except the Manager) about payment of invoices etc as it can place them in a difficult position. They are dedicated childcare professionals and as such need to maintain a good relationship with parents.

Deposit

A non-refundable deposit of £30 is required to ensure a place for your child and to cover administration costs. At this time, a start date will be agreed between yourself and pre-school. This is due in the term prior to your child starting pre-school.

We can only guarantee the availability of the space if your child starts on the date agreed. We may not be able to hold the agreed hours past this date should you choose to defer your child starting at the pre-school. The deposit is non-refundable in the event of your child not joining the pre-school.

Invoicing

Fees will be invoiced termly in advance, (there are currently 6 terms in an academic year). **Payment is due within 7 days of the first day of term**, or the invoice date if later, unless an alternative arrangement is agreed with the Management Committee. Please speak to the Chairperson, Treasurer or pre-school Manager. Invoices will include a termly £10 charge for snacks.

As we all lead increasingly busy lives, the support parents have been able to give to our fundraising activities has dwindled over the past few years. We have therefore added a 'voluntary contribution' of £20.00 to the annual fees. This normally appears on the invoices issued in the Autumn term but will also be added to your first invoice when your child starts school. This can be paid at your discretion.

Payment

Payment can be made in cash or by cheque. Cheques should be made payable to 'Woodcote Pre-school Group'. Alternatively, you may choose to pay your fees directly in to our bank account. The details of which are:

Account Name - Woodcote Pre-school Group

Account Number - 00017526

Sort code - 40-52-40

Please use your child's name as reference for any payments made in this way. We will also accept payment via Company voucher schemes.

State Funding

Children currently receive State funding from the term following their third birthday. The Pre-school Manager will provide you with a form to sign to enable us to claim the funding. Eligible children are currently entitled to 15 funded hours per week. We also offer the extended 30 hr funding.

The grant covering the above entitlement covers a total of 38 weeks per academic year. The funding can only be used for 6 hours maximum per day and cannot be carried over to another week.

2-Year-Old Funding

Additionally, if you are in receipt of certain benefits, your two-year-old may be entitled to funding for up to 15hrs a week. You can find out if you are entitled to claim by following this link

<https://www.oxfordshire.gov.uk/twoyearoldfunding> or by asking the Pre-school Manager to check your eligibility on your behalf.

Outstanding Fees

If you have any difficulty at all paying your fees, it is essential that you tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

- a. After 14 days you will receive a reminder that fees are outstanding.
- b. After 21 days you will receive a final reminder that fees are outstanding.
- c. After 28 days should fees continue to be unpaid, we will, regrettably, be forced to commence legal proceedings and/or may reconsider your child's ability to attend the pre-school until such time as the outstanding fees are received. This will be done at our discretion but if you have contacted us to make alternative arrangements, allowances may be made.
- d. We reserve the right to charge interest at the rate of 2% per month on any fees that are paid late that you have not communicated with us about. If fees are paid following a final reminder, the pre-school reserves the right to request a deposit of £100 or 50% of your termly bill (whichever is the greater) to be held as security against future late or non-payment. Any deposit remaining will be refunded on your child leaving the Pre-school, any sums due to the Pre-school (e.g. outstanding fees) having first been deducted.

The Pre-school will be entitled to any interest earned on the deposit. You are solely responsible for ensuring the pre-school is paid in accordance with this fees agreement. Errors or delays on the part of Tax Credits, Care to Learn or any other organisation subsidising the fees are not sufficient reason for not meeting with our payment terms.

Notice

We plan our staffing levels etc and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One term's written notice is required of your child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

Refunds

No refund is made for sickness, absence or holidays from the pre-school. You are paying for the place in pre-school to be available to you rather than care received. Days booked in cannot be swapped or carried over to another week, but you can book extra payable sessions if they are available.

Closure

In the event of the pre-school being forced to cancel sessions, we will endeavour to give as much notice as is reasonably possible. The pre-school reserves the right to offer replacement sessions in lieu of refunds.

Please keep this fees agreement for your records and complete the attached form, which should be returned to Woodcote Pre-School.

Fees Agreement

Please complete this form and return to Woodcote Pre-School

Name of Child

In order to keep fees as low as possible, we have always had an emphasis on fundraising, which pays for the new equipment and 'extras'. As all families benefit from our low fees, all families are expected to contribute in some way towards the fundraising effort. It is a lot of fun and a great way to feel part of your community. Please indicate below, by ticking one or more, in what way you will help us out:

- I am willing to help organise fundraising event.
- I am willing to help serve tea and cakes at the Coffee Shop, or a similar event, occasionally.
- I am willing to bake a cake three times a year
- I am willing to help in some other way
- I am willing to join the committee and help with management and administrative tasks
- I work for an employer which is willing to make donations to charity
 - We accept the terms set out in the Fees Agreement.
 - We agree that we are liable for the whole of any sums due to Woodcote Pre-school Group.

Parent/Carer 1

Signed

Date

Parent / Carer 2 (if applicable)

Signed

Date