



4.2 Pricing Policy

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4.2 Pricing Policy

Policy Statement

At Noah's Ark Pre-school we believe in good communication with all our parents and staff. We set our prices and charges in consultation with customers, recognising trends in the marketplace, the quality we are providing and to maintain our sustainability.

Procedures

Funded sessions & session rates

- 3- and 4-year funding starts the term after the child turns 3.
- 2-year funding is available to those granted to parents who meet the criteria set out by Local Authority.
- Funded children who attend extra sessions will be charged for those sessions at the rates set by the preschool. Parents will be asked to sign a payment contract on enrolment of their child into the preschool.
- Session rates:
Session rates are subject to review by the committee annually.
Current session rates are as follows:

Session	Hours	0-2 yrs	2-3 yrs	3-5 yrs
9-12/12-3	3	£15.00	£14.40	£13.80
9-1	4	£20.00	£19.20	£18.40
9-2	5	£25.00	£24.00	£23.00
9-3	6	£30.00	£28.80	£27.60
8-3/9-4	7	£35.00	£33.60	£32.20
8-4/9-5	8	£40.00	£38.40	£36.80
8-5	9	£45.00	£43.20	£41.40
7.30-5	9.5	£47.50	£45.60	£43.70
Hourly	1	£5.00	£4.80	£4.60

Early Education entitlement

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals consumables, additional hours, or additional services.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

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The following charges apply when taking free entitlement place:

There will be no charge for consumables, although the setting will occasionally ask for certain resources and consumables to be donated from families should they feel, they can/will be able to support us. Such consumables and resources may range from baby wipes, arts and crafts materials and second-hand clothes, to food items such as milk, fruit or vegetables to provide to all children for snacks throughout the day.

The above donations are voluntary, or families can supply their own. It may be possible to waive or reduce these costs, please discuss this with the manager.

The entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals, or consumables.

Additional Charges:

Late payments: Charged at 10% of the total invoice for the month. To be paid no later than 5 working days after payment due date.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Settling in period

- Before your child/ren start at the Pre-school we offer free settling in sessions which comprise of two one-hour sessions.
- These sessions make the transition into the Pre-school smoother.

Deposit

- A deposit is not charged.

Paying Fees

- Fees are payable monthly in advance. Parents are notified of the required by the end of the previous month via an electronic invoice, sent by e-mail.
- The payment, whether bank transfer, cash or cheque, should be made to Noah's Ark Pre-school by the 10th of the relevant month.



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- Fee payments are checked by the treasurer of the committee or manager of the setting and entered onto the fee's paperwork.
- Parents may pay fees on weekly basis with the agreement of the Noah's Ark Preschool's manager. The fees must be paid at the child's first session of each week.
- Some employers offer schemes where fees can be paid through them. At present we can take the childcare vouchers from Sodexo, Edenred and the governments scheme, Tax Free Childcare. Information is available on request.
- Sessions attended by your child outside of term time, as set out by Norfolk County Council, will be invoiced in advance, and included in the usual monthly invoice.

Late Payment Fees

- A penalty will be applied if fees are not settled in full by close of business on the 10th of each month.
- This will be charged at 10% of the total value of the fees outstanding for the month and must be paid within 5 working days of the payment due date.

Missed Sessions / Days/Late collection

- Fees must be paid irrespective of whether your child attends the place reserved for them or not.
- If you are away on holiday or your child is sick, you will still be required to pay the Pre-school fees as the running costs of the Pre-School depends on every child's placement fee.
- This policy may be reviewed by the manager for long term sickness and hospitalisation, military families whose parent is home on R & R, and extended holidays.
- The Local Authority Funding will be deducted from full day care fees. Our term dates are published to parents at the end of each academic year (end of July each year) and available on request.
- Should the Preschool close due to an emergency, or unforeseen circumstances, you will still be charged for your sessions. (See 2.15 Emergency Closure Policy)
- If you are unable to collect your child on time from Noah's Ark at the end of their booked session, you should notify a member of staff as soon as possible via telephone.



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- If you collect your child after the end of their booked session, you will be liable for a late fee.
- Late fees are charged for collection from 5 minutes after the end of your child(ren)'s session, and for every 15 minutes after this.
- Late fees are chargeable at £5.00 for every 15 minutes.

Notice Period

- 4 weeks' notice, in writing, is required when your child is going to leave the Pre-School.
- If they leave before the 4 weeks, the fees for these weeks are still required to be paid and you will be invoiced for them.

Fee Arrears

- Invoices that are not paid in full by the 10th of each month will be treated as being in arrears.
- If they remain in arrears for the month, the matter will be passed to our chairperson.
- This will incur further recovery fees and may result in legal action being taken.
- In these cases, all fees & legal costs will be added to your arrears and claimed from you.
- Your child's nursery place could also be terminated, and any siblings who may wish to attend in the future may be refused a place.

Difficulty Paying Arrears

- We understand that there are occasions in which people run into genuine financial difficulty.
- In this case, please advise our manager immediately in writing and they will contact you to discuss this.

Fee Increases

- Fees will be reviewed annually and may also be adjusted at the Committee's discretion.

Discount

- Where staff have children and are required to work in the setting, spaces will be made available for the staff member's child(ren).



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- Where spaces are not available the manager will review the staff's working hours to accommodate the staff's need for childcare.
- If staff, choose to bring their child to Noah's Ark Preschool to attend sessions while they are at work at discount of 50% will be applied to fees.
- Staff working within the community centre hub, and welfare building will be entitled to childcare at Noah's Ark Preschool, subject to availability.
- This childcare is offered to families at a 10% discount.
- Parents that volunteer to sit on the Noah's Ark Preschool committee, will be offered a discount on their fees, where applicable.
- Noah's Ark Preschool offers a 10% discount for siblings who attend the preschool at the same time as each other.