



HEARTS ACADEMY TRUST

Early Years Foundation Stage Pre-school and Nursery Fees and Payments Policy

Adopted by Trustees: September 2022
To be reviewed: September 2025
Updated: January 2023

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values-led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

Funding & Fees

- 3 and 4 year old children are entitled to **15 hours** of free pre-school education for 38 weeks a year. This is effective the first term **after** their 3rd birthday: September, January or April.
- **30 hours** (15 additional hours) of pre-school funding may be available to working families. It is the parents' responsibility to apply for the funding and provide the pre-school/nursery with their 30-hour funding code. Parents can check if they qualify by using the Childcare Choices website (www.childcarechoices.gov.uk). If this code is not provided, session fees will occur.
- Funding covers the sessions but is not intended to pay for lunchtimes or lunches. Additional fees for these apply.
- 2 year old children may also attend a HEARTS Academy Trust pre-school. If eligible for 2 year old funding, It is the parents' responsibility to apply for this. Again, funding covers the child's sessions but is not lunchtimes or lunches. Additional fees for these apply. Parents can check if they qualify for 2 year old funding on this website [Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 2 year olds who are not eligible for funding must pay session fees and additional fees if required for lunchtime and lunch.
- Each HEARTS pre-school and nursery setting has their own session/ weekly fee. The same fee applies to the children of HEARTS staff.
- To ensure a high quality provision, fees remain payable during periods of non-attendance and holiday taken during term time.
- All fees must be paid in advance. If fees are not paid in advance the Trust will follow its late fees procedure (see below).
- We offer the option of children staying for lunch, depending on space. The daily lunchtime fee is **£2.80** with an additional **£2.20** for a school dinner. Children who bring a packed lunch to settings where this is an option will pay **£2.80** only.

Ways to pay

- Parents have the option of paying their fees weekly or half-termly.
- Fees must be paid in advance on a Thursday for the following week by using the School Money online system or Childcare Vouchers.
- If parents have any difficulty paying their fees, it is essential that they inform their Room Leader straight away. We are always happy to discuss alternative payment plans in circumstances of genuine financial difficulty.

Late Fees Procedure

- Parents are expected to pay any late fees immediately or in line with a payment plan agreed in writing following discussion with the Room Leader.

- If 2 weeks of fees remain unpaid the Trust's Chief Financial Officer will request immediate full payment.
- If 3 weeks of fees remain unpaid, and no contact has been made with the Room Leader to discuss and agree an alternative payment plan, an additional late payment charge of 5% will be applied to the outstanding balance, and the child's attendance at the pre-school may be suspended pending full payment.
- Ultimately, if fees remain unpaid, HEARTS reserve the right to withdraw the child's place and offer it to another on our waiting list. Members of HEARTS staff understand that unpaid pre-school fees may be deducted from their salaries.

Notice

- If parents choose to move their child to another setting, this needs to be put in writing with a half term's notice. Funding is non-transferable.
- Sessions will be negotiable each term, depending on availability. Parents can request changes with a half term's notice, in writing. Parents who change sessions mid-term will be liable to pay fees.
- Our staffing levels are determined by the number of children attending the pre-school/nursery.
- When notice is not given, fees *in lieu* of notice must still be paid.

Refund of Fees

- Refunds will only be given if an overpayment has been made and it is not possible to carry the fee over to the next week or half-term.
- Refunds are not given if your child is absent from their planned time at pre-school/nursery, such as for illness or holidays, whether or not prior notice has been given.
- If the setting is unable to open for a day, as much notice will be given to parents/carers as possible. We aim to give at least 24 hours' notice of such a situation.
- The setting may offer an alternative set of hours in place of the cancelled time *in lieu* of a refund.

Collection late fees

There will be a late fee imposed for any parent/carer who arrives late to collect their child after a morning or afternoon session. This will be £1 per minute late, per child. The fee is payable within one week and parents/carers will be reminded of the terms and conditions. Failure to pay the late fee, or any fees, may result in your child(ren) losing their space in the pre-school.

If parents have any questions or concerns about pre-school fees, they are urged to discuss these with their pre-school's Room Leader.