



# Allsorts Fees Policy

## Purpose

Allsorts Childcare operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met.

This policy outlines how and when fees should be paid, and provides information on other sources of funding.

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## Fees

All preschool sessions are booked and subject to charge for the whole year. One months' notice must be given in writing or payment in lieu of one month's fees if a child is to leave Allsorts, or if you would like to change sessions times/days.

Breakfast and after school club sessions should be booked as far in advance as possible and these sessions will be subject to charge unless at least one weeks' notice of cancellation is given. If you arrive early to collect your child, you will still have to pay for the booked time.

Invoices will be issued in the middle of each month and payment is due by the end of that month. Payment is preferable via bank transfer to:

Lloyds TSB  
Sort code: 30-99-56  
Account no. 00905032

Please give your child's name as a reference. Alternatively, payment may be made by cash or cheque.

Any late payment after the end of each month will have a £3 administration charge added to the total for each reminder letter sent. If payment is not made after 3 reminders, we reserve the right to remove your child from the setting and will refer your account to our affiliated debt collector with a 15% charge added to the total invoice.

If your child is not collected on time we will add on the cost of the next session and at the end of the day at a cost of £10 for every 10 minutes or part thereof if a parent is late after Allsorts closes.

If we are unable to contact a parent who has not collected a child ½ hr after closing, we reserve the right to inform the authorities to arrange suitable care.

Session costs can be found in our brochure or on parent contracts that are issued when a child starts at Allsorts.

Early Years funded sessions have a small additional resources charge payable each term. This charge is added to your invoice at the start of each term and the price is dependent on how many days your child does and which setting they are at.

The 30 hours funded sessions can be taken during term time and/ or holiday club.

All session costs are subject to annual review.

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## **Holidays and Sickness**

Preschool fees are still payable if you have a space booked for child and are unable to attend through illness, holidays or appointments. Out of School Club fees may be cancelled without charge if at least 1 weeks' notice is given.

Extended periods of absence will need to be discussed with the manager to decide if a retainer fee will be payable.

If your child claims Government funding, please be aware that you should attend for all the sessions claimed unless your child is ill. If your child is repeatedly absent, the funding or part of it may be withdrawn.

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## **Early Education Funding**

### **Three and four year olds**

Allsorts Pre-school are in receipt of three and four-year-old funding. This is available the term following your child's third birthday. Children are able to use up to 15 hours per week for 38 weeks per year.

Some families where parents both work are eligible for 30 hours of funding per week. The additional 15 hours funding to make it up to 30 hours may be taken during term time and or holiday club to be agreed with the setting.

Allsorts will provide claim forms for this funding to be signed by parents/carers.

## **Two year olds**

Allsorts are also in receipt of two-year-old funding for those children and families who are eligible.

This may start from the beginning of the term after the child's second birthday.

This funding is also for up to 15 hours of free care and education over a 38-week academic year.

Allsorts will provide claim forms for this funding and will support you in finding out if you are eligible.

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## **Termination of the Contract**

Allsorts reserves the right to terminate the contract without notice in the event of unacceptable behaviour for parents or non-payment of fees following the non-payment procedure.

At all other times 4 weeks' notice in writing will be given.

If you wish to terminate your contract with Allsorts, 4 weeks' notice in writing is required and/or payment in lieu.

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## **Early Years Pupil Premium**

Allsorts has the opportunity to claim an additional amount of funding to spend on enriching your child's education and bridging the gap for families on lower incomes. The funding is called Early Years Pupil Premium (EYPP).

It will help your child to:

- Benefit from extra resources and equipment suited to their needs
- Enjoy a range of new play, learning and activity experiences
- Be prepared for starting school

Allsorts will have to demonstrate to Ofsted how funds have been used to improve your child's education. We will work with yourselves and your child's keyworker to ensure the money is spent to support your child's development and wellbeing.

## Eligibility criteria for EYPP:

If you receive one of the following benefits, Allsorts may be entitled to claim EYPP funding for your child:

- Income support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on, paid for four weeks after you stop qualifying for Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 2002
- The guaranteed element of State Pension Credit

Or if your child:

- Has been looked after by the local authority in care for at least one day
- Has been adopted from care
- Has left care through special guardianship
- Is subject to a child arrangement order

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## Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM revenue & customs (HMRC) website ([www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits))