



BOOMERANG KIDS

FEES POLICY

FEES STATEMENT

In view of our charitable status, we aim to set a fair and realistic fee structure to cover costs, maintain and renew equipment. The fees are reviewed regularly to ensure that our income for the year will be sufficient to meet outgoings, whilst maintaining an appropriate reserve in line with the Charities Commission guidelines and professional advice from a registered accountant. The aim is to have 3 months running costs in reserve.

Our current price list is available on request and emailed to all prospective enquirers. It is also included in the pack sent to parents/carers once a place has been offered.

To confirm a place, we request a payment of 4 weeks fees in advance. In addition, the setting asks for a £35.00 non-refundable fee to cover administration.

Completely free 'stand-alone' places will not incur the administration fee at time of registration.

- Please note parents will be charged for all sickness absences and family holidays but will not be charged for bank holidays and Boomerang Kids inset days.
- Notice periods – *see section below*.
- Any additional invoice reprints or additional administration will be charged at a discretionary rate from £1 to £10 per item.

Fees from April 2022

We offer an extensive range of sessions which have varying fees. For general guidance, and comparison regarding the Early Year Free Funding, please see below an example of our standard fee costs:

- Pre-school Full Day (8-6) - **£51**
- Pre-school Half Day (8-1) - **£27**
- Pre-school Full Day (8-6) using 5 hours funding - **£31**
- Pre-school Half Day (8-1) using 2.5 hours funding - **£16**
- Free standalone funded placement (1-3:30)
- Free standalone funded placement (8-1) **limited availability**

For details of other sessions, early starts and our After School Club - please contact the office for one of our current Price Lists.

Payment of fees

Parent/carers will be sent an invoice **by email** each month detailing the fees. Please notify us if you have not received this by 25th of the month. Any discrepancies must be reported to finance by the end of the month. Invoices for 'All Year Round' places, will be billed on an average basis system. We prefer fees to be paid by bank transfer, but also accept debit or credit card payments and Childcare Vouchers. Please note that when paying by voucher, if a refund is required (i.e., giving notice) then monies can only be paid back



to the issuing voucher company *or* will remain as a credit on the account to be used against future childcare fees. **We do not accept payments by cheque or cash.**

Boomerang Kids is also signed up to the HMRC Tax Free Childcare scheme. Tax-Free Childcare offers parents with children under 12 up to £2,000 per child, per year, towards their childcare costs. Eligible parents' access this via an online childcare account which they use to pay their childcare provider. Payments are made, using a reference number to identify each child, like an online bank account. Further information, on this is via the following link: www.gov.uk/tax-free-childcare

All payments are due **in advance** on the first day of the month, as stated on the invoice. It is the responsibility of the Parent/Carer to ensure that their accounts are handled responsibly and do not hold excess credit or debit amounts.

We reserve the right to decline requests for 'extra sessions' if there are outstanding fees owed or the account is not operated in accordance with the Fees Policy.

Notice Periods

All notice periods for children leaving the setting **must** be submitted in writing.

- **For all children 4 weeks' notice** is required for any changes to sessions (subject to availability) or for parents wishing their children to leave the setting.
- **For children who are leaving us to start Primary School in September,** the contract will end on 31st August of the relevant year, and therefore *this final notice period is assumed and not required in writing*. If you plan to either change your sessions, or leave earlier than the end of August, we ask that this is put in writing by the **31st March** of the relevant year. This is to ensure the correct funding is claimed by the April deadline and no refunds to the local authorities or funding shortfalls occur on your account.
- **Breakfast & After School Club places** are on a 'rolling contract' during primary school term time. We require **4 weeks' notice** to cancel any or all sessions.

Concessions

See below for a List of Discounts/Concessions. Please note that only ONE concession can be applied to a single account at any one time. If you think you may qualify for any of the below concessions, please contact the office.

- **Sibling Discount**

We offer a 10% sibling discount on the elder child.

Discounts cannot be claimed on extra sessions.

Discounts cannot be backdated.

Boomerang Kids reserves the right to withdraw the discount offers at any time.

- **Multiple Days Discount**

We offer 5% discount on multiple days of attendance, i.e., 5 full day sessions (8am-6pm) however this does not include children who are funded by Early Years Entitlement.



Early Years Free Entitlement (EYFE)

Boomerang Kids works in conjunction with Brighton & Hove City Council to deliver the EYFE free funding. Further information can be found on the following website www.brightonhove.gov.uk/content/children-and-education. In the term following a child's 3rd birthday they become eligible for EYFE funding.

Boomerang Kids will be offering the Universal Entitlement to all eligible children. We will stretch the claim of 570 hours over 51 weeks @ approximately 11.17 hours per week, enabling children to access their EYFE during school holidays and non-EYFE days. Boomerang Kids is closed for 1 week at Christmas.

The invoice system will remain the same and the reduced or funded sessions on the invoice are symbolised by stars, to indicate the number of sessions used. Each star (*) represents a 2½ hour funded session. 2 stars (***) represent 5 hours funding and FOC represents totally free funded sessions.

Boomerang Kids will keep an up-to-date record of the number of sessions each child has accessed and Parents/Carers can request a balance of any hours remaining by contacting the office or sending an email to finance@boomerang-kids.co.uk Free Early Year Entitlement (EYFE) can be used for both the morning and afternoon sessions subject to availability. If you require a purely free place this is subject to availability and requests made to the office.

EYFE 'Extended' or '30 hours' Entitlement

The Extended Entitlement is for 3 and 4 year old children of working parents who are entitled to an additional 11.17 hours funding per week stretched over 51 weeks. To check your eligibility please visit the following website www.childcarechoices.gov.uk.

Boomerang Kids will be offering the extended entitlement to children with proof of eligibility. We will stretch the claim of 1140 hours over 51 weeks @ approximately 22.35 hours per week, enabling children to access their EYFE during school holidays and non-EYFE days. Boomerang Kids is closed for 1 week at Christmas.

Early Years Entitlement for 2-Year-Olds

Eligible two-year old children are entitled to receive up to 15 hours a week of free childcare, or 570 hours stretched across the year. To check if you are eligible and make an application please visit www.brighton-hove.gov.uk/twos. You can also send an email to familyinfo@brighton-hove.gov.uk or call their helpline on 01273 293545.

Boomerang Kids will be offering the 2-year-old entitlement to children with proof of their eligibility. We will stretch the claim of 570 hours over 51 weeks @ approximately 11.17 hours per week, enabling children to access their EYFE during school holidays and non-EYFE days. Boomerang Kids is closed for 1 week at Christmas.

Funded places are offered on a first come first served basis and are limited for each session. A statement is kept of the number of funded sessions your child has had in the current year and a balance update is available upon request.



The maximum number of EYE hours that can be taken per day is usually 5 hours. However, we do offer limited sessions of 7.5 EYE hours which are subject to eligible criteria and availability. Please contact the office for more information.

Please contact the office if you require any further information regarding the Early Years Free Entitlement.

If a child changes their sessions, or leaves, and it results in an overpayment of funding, this will have to be paid back to the council. If a child is off for a long period, without informing us of a valid reason, the funding will also have to be paid back to Brighton and Hove Council. We request that parents inform us if their child is going to miss any of their sessions for any reason. Persistent absences will be recorded. The council reserve the right to audit the daily sign-in registers to check children arrive on time so please be punctual.

Any requests for changes to funded sessions (subject to availability) should be notified before the last day of term. *See below.*

- By the 31st August for the Autumn term (1st Sept to 31st Dec)
- By the 31st December for the Spring term (1st Jan- 31st Mar)
- By the 31st March for the Summer term (1st April to 31st Aug)

Boomerang Kids will still consider alterations to sessions, especially if they are urgent and required for changes to work schedules, but please bear in mind that these sessions may be charged at the full cost (no EYE) until a funding claim can be processed for the following term.

Arrears & Non payment

Prompt payment is very important, as we rely on this to keep the setting sustainable. A 5% administration charge will be added to the child's account if payment is not received within the time stipulated. A reminder is also sent. If you are experiencing difficulties in meeting the payment deadline, please contact the office so we can discuss the matter further and possibly suggest a payment plan. We reserve the right to refuse requests for extra sessions if fees are outstanding.

When a payment plan is in place but not adhered to, we are unable to consider any further requests for increases to a child's sessions for a period of 6 months following the completion of the payment plan.

As a last resort, if there is a no payment received and no communication or explanation, from Parents/Carers; they may be asked to keep the child at home until the situation has been resolved. If the child is old enough to be in receipt of the EYE funding, they will still be able to access their free entitlement during the dispute period. In this event the procedure will be that a 4-week notice period will be given to the Parent/Carer in writing and can only be revoked if payment is received in full, or a satisfactory payment scheme has been agreed.

A further £10 administration charge will be added for each individual letter sent out if no explanation has been received (in writing).

Punctuality



Unauthorised late pick-ups will be charged at the full session rate. Late pick-ups after 6pm are charged at £5.00 per 5 minutes. The rate of £5.00 for the first 5 minutes will be charged after 6pm, and a further £5 per every 5 minutes thereafter. Please ensure you make every effort to be punctual, not only as a courtesy to our hardworking staff, but to your own child who may well be suffering anxiety as a result.

Financial Hardship

In the event of financial hardship, parents should discuss the matter with the Manager within 14 days of receiving the initial invoice.

As a charitable group we have a limited amount of 'bursary' places available for either 100% or 50% of fees payable. In the first instance Parents/Carers should check whether they are eligible to apply for help with childcare costs via working families' tax credits, universal credits for childcare or employer's childcare vouchers. Helpful assistance for all of these is available on the local Family Information Service (FIS) website or the government Childcare Choices website.

The next stage would be to apply to the Manager, in writing, marking the correspondence *Private and Confidential*. The Manager will acknowledge the letter within 14 days and will inform the Parent/ Carer within one month of the decision reached after following the procedure below:

- Meeting of Trustees and Manager – to consider bursary applications
- Parents/Carers will be asked to provide evidence of hardship.
- Representative from the appropriate Outside Agency invited to contribute to meeting where appropriate, i.e., Health Visitor referral

The number of bursary places is dependent on the settings income from the previous financial year and is by no means guaranteed.

We are also able to offer:

- Payment option plans for all Parents/ Carers by prior written arrangements.
- Signposting to other financial help and assistance which may be dependent upon eligibility.

This Policy will be reviewed annually or before if necessary.

This Policy was adopted on	Signed on behalf of the Trustees	Role of Signatory	Date to be Reviewed