**Fees & Monies Policy**

**Fees**

Fees are payable in accordance with the rates in force at the time. Invoices for non-funded and funded children are issued monthly in advance. Extra sessions must be paid in advance of the session, this can be done on the morning of in emergency sessions

**Payment Types**

The Pre-School requests that all cash payments be made on a Monday, Wednesday or Thursday to prevent cash being kept on the premises overnight and to ensure the administrator handles all cash transactions.

Payment is preferred through bank transfers with a reference of your child’s name & ‘fees’ to enable us to tally the amounts.

We accept a multitude of childcare vouchers.

**Non Payment & Late Payment Charge**

Any fees that have not been paid within the specified time period (21 days) will face a late charge of £25. There will be an additional £5 added each week the payment is delayed from then.

In the event of non-payment of fees the following procedure will be followed:

•If payment is not received within 14 days of the invoice being issued, a follow-up letter will be issued asking the parents/guardians to contact the administrator within 7 days of the letter to discuss the situation.

•If no reply is forthcoming within those 7 days, a final letter will be sent to the parent/guardian informing them that they have 7 days to pay the outstanding fees.

•If no reply is forthcoming within 7 days of the final letter being sent, the chairperson will decide the following whether the child’s place at Pre-school should be withdrawn until all fees for the half-term are paid in full

* All non-paid fees will be taken to county court to recover costs.

•Charges will be levied for any returned cheques.

•Additional sessions will not be booked whilst any fees are outstanding.

**Difficulty with Fees & Financial Support Requests**

If you feel you will struggle with fees we ask that you arrange to speak with the Manager before the invoice is due. This will then be discussed with the administrator and/or the Chair and a decision to suit each parent/guardian’s individual financial needs will be made. Please note it is the parent/guardian’s responsibility to initiate any such discussions. upon receipt of an invoice or follow-up letter.

In certain circumstances it may be possible to pay fees weekly; this must be arranged with the administrator prior to the start of the half term. Fees which are paid weekly must be paid in full on the first day of each week. Weekly fees must be presented as the exact amount in a sealed envelope. The word ‘fees’, the amount, date and name of the child must be written on the envelope; a receipt will be issued upon request.

In some circumstances the Pre-School may be able to support a subsidised fee rate or apply for additional funding to reduce fees. These are means tested services and are dependent on the Pre-School’s financial security. It may be decided that a caregiver’s time could be exchanged for a reduced fee rate. Or a parent may be liable for supplying consumables and supplies. Children may be required to attend limited hours not including our lunch hour.

Please see our financial aid policy for more information.

**Missed Sessions**

Sessions missed by a child due to sickness or holiday will not be refunded. We are happy to accommodate additional sessions if spaces are available but do not allow the swapping of sessions.

The cost of the group remains the same despite absence as staff and resources will already have been booked/purchased.

**Notice Period**

Parents/guardians must give half a term’s notice in writing before withdrawing their child from Pre-school. If notice is not received it will be necessary for the payment of half a term’s fees to be paid in lieu of notice. Any decrease in the number of sessions will also require half a term’s notice in writing or again we will charge half a term’s fees for the sessions dropped. If you choose to move your funding before the end of your notice period, you will be liable for and required to pay the full amount in non-funded fees.

The notice period for After School & Breakfast Clubs is one full term.

**Late Collection Charge**

Prompt collection is important for safety and insurance reasons. Where a child is collected late, the Pre-school reserves the right to invoice the parents/carers for every 15 minutes after the end of session, or part thereof. The first 15 minute charge will be issued at 1 minute past collection. The first 15 minutes will be charged at £10 and each 15 minutes from then onwards will be charged at £20.

After School Club has to be closed, with all persons leaving the building by 6pm latest, this is to ensure we meet the terms set by our insurance. When collecting from After School Club please do so promptly.

If you are aware you will be late, please let staff know as soon as possible and consider alternative collection arrangements.

Pre-school reserves the right to increase fees when necessary. Any changes will be issued using our parent communication systems.

**Administration Fee**

On starting Pre-School, a non-refundable and one off charge of £35 is due to secure your place.

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| --- | --- | --- |
| Date Prepared | Date Reviewed | Date Review Due |
| March 2020 |  | March 2021 |
|  | September 2020 | September 2021 |
|  | July 2021 | July 2022 |