



10.13 Fees and other payments

Policy statement

Payment for sessions

- Parents will be provided with a fee letter at the beginning of each term.
- Fees can be paid in full by cash, cheque or BACS during the first week of attendance of that term or on a monthly basis (a month in advance) as agreed with the manager. Should parents have any difficulties in paying their child's fees these should be discussed with the manager at the earliest opportunity and alternative methods should be explored.
- Late fees will incur an additional charge, unless alternative arrangements have been made with the manager.
- If a parent fails to meet the cost of their child's care after several requests to do so the matter will be referred to the chair of committee.
- If a child is eligible for government funding there will be no further fees to be paid except for those outlined below under 'Other Fees'.
- Fees are reviewed on an annual basis and parents will receive written notice of any change at the end of the previous term.
- The minimum required notice of termination of a child's attendance, on either side, is four weeks. If the full notice is not given, parents will be charged for the full four week period.
- We accept childcare vouchers from some accredited providers. Parents should see the administrator if they wish to pay in this way.
- Fees will not be refunded in case of absence due to illness or holidays, unless at the discretion of the committee.
- In the event of school closure due to circumstances beyond our control, e.g. snow, multiple staff illness, heating failure, fees will not be refunded. Should the closure last for more than five days, the committee will make a decision about refunds.

Local authority funding

- Government funding applies universally from the first eligible term following the child's third birthday, subject to eligible birth dates and guidelines set by the local authority.
- Universal funding covers up to a maximum of 15 hours per week, for up to 38 weeks per year. In addition to the existing 15 hours, which all 3 and 4 year olds, (and some 2 year olds currently receive), 30 hours will be available for 3 year old and 4 year old children of working parents. As our setting currently operates for 27 hours a week parents may split the funding with another setting.

- Any increase to sessions part way through a term, after 'headcount day', will incur charges for the additional session until the end of term.
- Should a child leave the setting prior to 'headcount day', parents will be required to pay for any sessions already attended and for the four week notice period as set out above under 'Payment for Sessions'.
- Should an eligible child join the preschool after 'headcount day', the parent will be charged for the cost of the sessions unless the criteria is met for a late headcount claim.

Other fees

- *Late Collection of a Child* – Unless previously agreed, parents will be charged a late collection fee of £5.00 for children collected more than 15 minutes after the end of a session.
- *Outings*- Some outings will, due to the venue or the nature of the trip, incur a cost. Throughout the year, fundraising activities provide the setting with additional funds to supplement such costs, and therefore enable the preschool to keep such charges to a minimum. Should parents experience any difficulties meeting this cost, the manager would be willing to discuss alternative arrangements.

This policy was reviewed by	The Fledgelings Preschool
On	16/08/2017
Date to be reviewed	August 2019
Signed on behalf of the provider	
Name of signatory	Rachel Bell
Role of signatory	Committee Member