

10.13 Fee policy

Policy statement

It is our intention to make the preschool affordable to all within the community, giving value for services provided to all parents.

Procedures

The level of fees will be set by management and approved by the Parent Management Committee. Fees will be reviewed annually in the light of the preschool's future strategic plans and any other broader economic or social considerations deemed relevant.

Fees are charged at the rate of £7.15 per hour for all children (except government funded children -see below)

For Munch Club, 11.30-12.00, we charge all children £6.00.

Non-Government funded child

- Fees will be payable in advance paid monthly.
- Weekly payments will only be accepted under the following circumstances:
 - Parent/carer being paid weekly
 - Parent/carer receiving income support
 - Parent/carer receiving Job seekers allowance

Individual payment arrangements will be negotiated between the Manager and parent/carer on written request along with the supporting evidence of any claims made.

Failure to pay fees within agreed time, persistently late or not at all with no explanation will result in the actions under Arrears.

- A receipt will be given on receipt of due payment.
- Online bank transfer payments are the preferred choice of payment.
- Fees will be charged even if the child is not attending because of illness or holiday, due to overhead expenses.
- Fees will be charged for emergency closure due to overhead expenses
- Fees will not be charged for school holidays.

Government funded child

- Entitlement of funding is set by the Government; at present, this starts the term after the child's 3rd birthday and continues for all 4-year-olds. Some 2 yr olds are also entitled to 15 hours/week government funding. Please enquire with the manager if you think you might be eligible.
- The Early Years Education Funding Scheme (EYEFS) currently provides five 3 hour 'sessions' a week (15 hours a week) for 38 weeks of the year.
- We offer 30 hours funding for a limited number of spaces.
- If your child is eligible, the preschool will provide you with a Parent/Carer Declaration form to complete and return.

ST BERNADETTE'S BEES PRESCHOOL

- Fees will not be claimed for in-service days (inset) and school holidays.
- Fees will be payable in advance on a monthly, half termly or termly basis for any extra hours booked over the 15 hours a week provided. If you wish to pay weekly you must apply to the Manager for special payment facility; details can be found under '*Non-Government Funded Child*'

Arrears

As a non-profit organisation the preschool cannot afford to run in arrears. Therefore, we request parent/carers to:

- Settle payment, with the correct amount, by the due date on their invoice. *Parents/carers are encouraged to speak to the Manager if, for any reason, they are likely to have difficulty in making a payment on time.* A late payment fee of **25%** will be issued if payment is not made by the due date on the invoice.

Parents may also be requested to pay for two weeks advance payment in addition to the late payment fee charged. *This advance payment will be kept in case of further late or non-payment or deducted from your final bill during the Summer Term before your child leaves for school.*

- If no payment is received within 7 days after the due date the Manager will request a meeting with the parents.
- Any family who does not pay on time, refuses to pay the late fee and 2 weeks advanced fee may have their place revoked.
- If payment is 28 days overdue court action will be considered.
- The preschool management reserve the right to record and log conversations and any action taken.

Assessment procedures/special arrangements for payment.

To be agreed between the Preschool Parent Management Committee and the Manager after being notified by parent/carer in writing.

Closure of Preschool

If, in circumstances beyond the control of the preschool, it has to be closed on any day or days on which the preschool would normally be open then the preschool shall not be liable to refund any fees paid by you in respect of such day or days and shall not be liable to you for any loss incurred by you in respect of such closure including any loss incurred arising from the cost of any alternative child care arrangements that may need to be made by you as a result of such closure.

Change of blocks/sessions

St Bernadette's Preschool strive to offer as much flexibility to parents as possible with our blocks. All block changes are subject to availability.

- If you need to change your blocks, anytime during term time, and we can accommodate your request you may be charged an admin fee of £15.00.
- If you wish to change your blocks for the start of any term, please see the Manager in plenty of time to get confirmation of availability.

ST BERNADETTE'S BEES PRESCHOOL

- Fee paying children who are due to become eligible for funding in the following term will not be charged an administration fee.

Request to leave preschool

All Parent/Carers are required to give six weeks' notice if removing their child from St Bernadette's Bees Preschool.

Late collection of children

Parents who collect their children late from preschool will be charged a late collection fee (at the Managers discretion). The fee will be charged at £20.00 for the first 15 minutes and £10.00 for every ten minutes after that. Please refer to '*Uncollected & Missing Children Policy*'.

Final Term payment of fees

Parents with children leaving to go to school will be required to pay their final fees in full by the first week of the second half term.

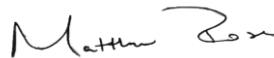
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by St Bernadette's Bees Preschool (name of provider)

On 1st September 2023 (date)

Date to be reviewed 1st September 2024 or before if required (date)

Signed on behalf of the provider



Name of signatory Matthew Rose

Role of signatory (e.g. chair, director or owner) Chair