



GROWING AND LEARNING TOGETHER

Fees Policy and Procedure

Statement of intent

Little Jesters Pre-school is an inclusive and friendly setting which believes that all children from aged two years old and upwards should have equal access to value for money, quality childcare provision regardless of social or economic circumstances.

Aim

We are a non-profit making, charitable, volunteer organisation and offer excellent pre-school childcare at very affordable prices, but are dependent on fees to pay our staff and premises costs. This policy seeks to establish an understanding and agreement between the Pre-school Management Committee and all parents about the expectations regarding the payment of pre-school fees.

This fees policy forms part of the contract with the parents/carers and Pre-school.

Fees

Fees are set by the Pre-school Management Committee and reviewed every year. The fees are currently £4.80 per hour and these fees apply to all non-funded children, and funded children who attend for more than 15 hours per week.

In addition, all children will be charged a snack and craft activity fee of £2.00 per week which goes towards providing the children with a healthy and nutritious snack and helps towards the cost of all craft activities.

Procedure

1. Fees for agreed hours will be charged in advance monthly, via an invoice and payment is required by cash/ BACS or cheque.
2. Additional hours (those above the agreed normal hours) will be added to your invoice.
3. All fees must be paid within 10 days of receiving the invoice. Payment or part payment may be made using childcare vouchers which employers may offer.
4. We ask that all fees are paid within 10 days, failure to do so will incur a late payment charge of £10, towards administration fee. If you have any real problems paying your fees then we ask that you inform the Manager as soon as possible.
5. If a cheque is returned from our bank unpaid (insufficient funds), the parent will be liable for all administration charges incurred, plus our late payment charge of £10 will be included.
6. If there are inaccuracies with the bill the parent should contact the Pre-school Leader or the Treasurer of the Pre-school Management Committee immediately.

7. If, due to personal circumstances, a parent is having any difficulty in paying the fees, the parent is urged to speak to the Pre-school Leader or the Treasurer in confidence, and the aim is to come to a mutually satisfactory arrangement for the fees to be paid in instalments.

8. Childcare Vouchers – we will accept voucher payments from various companies, It is your responsibility to set this up, Please discuss with us any information you may need.

9. Place(s) must be paid for during periods of sickness, holiday and any other non-attendance. It is not possible to swap sessions when a session is missed, unless it is by prior arrangement with the Pre-school Leader.

10. A months' notice must be given in writing for the permanent cancellation of a session or removal of a child from Little Jesters Pre-school. Failure to provide such notification will incur payment for a full month's fees.

11. Fees are non-refundable, regardless of the circumstances. Should the pre-school need to close due to unforeseen circumstances (including but not limited to adverse weather, no heating, damage to building rendering it unusable) and the pre-school is still responsible for overheads such as staff and premises costs, fees will be due throughout the period of closure.

12. Little Jesters preschool reserve the right to charge parents/carers for late collection. This charge is to cover staff overtime to ensure the staff to child ratio remains adequate at all times. A late payment charge will be given should you arrive more than 15 minutes late without any notification, this will be a standard charge of £20.

Government Funding

- *Little Jesters Pre-school is registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding. This includes 2-year-old funding where relevant. It is our policy that once your child is eligible to receive the Early Years Entitlement, that parents sign up for the full 15 hours. However, how the 15 hours is used can be flexible within the setting.*
- *If you are entitled to 30 hours, then we will still ask parents to sign up for a minimum of 15 hours and the further 15 hours can be flexible.*

Children are eligible for 15 hours funding the term following their 3rd birthday until he/she starts school as follows:

Children who are 3 between:	Are eligible for funding from:
1 April and 31 August	1st September
1 September and 31 December	1st January
1 January and 31 March	1 st April

- Any hours taken in excess of 15 hours per week will be charged at £4.80 per hour.
- When a child becomes eligible for a funded place at pre-school, parents are provided with a Parent Declaration Agreement Form to complete and return to pre-school.
- An eligible child can attend a maximum of 15 funded hours in any week; this can be divided between providers if he/she is attending more than one setting.
- Funding is for 38 weeks a year only, and therefore if the pre-school opens for any additional weeks, funded children will be charged for any additional sessions they choose to attend at the rates set out above.

Government funded places are paid by the Local Authority. The Local Authority alone decide if a child qualifies for government funded hours in any setting. In the event a parent voluntarily removes their child for an extended period and the Local authority refuses to fund your child's place in the setting, we reserve the right to charge a retainer fee to secure your child's place at Little Jesters. This fee will be 50% of the monthly cost.

If a parent chooses not to pay the retainer fee and the Local authority does not fund your child, this will then result in the child's place being removed.

Responsibilities

The responsibilities of employees are:

- to read and fully understand this policy.
- to provide Changes to Session forms to parents and ensure they are delivered to the Treasurer.
- to ensure that attendance sheets are updated and confirmation is fed back to the parent.
- to ensure that cheques and payment envelopes are directed to the Treasurer.

The responsibilities of the Pre-school Leader are:

- to ensure that all members of staff have read and understood this policy.
- to ensure that changes to sessions and extra sessions are communicated to the Treasurer to support them in creating accurate bills.
- to ensure that cheques and payment envelopes are directed to the Treasurer.

The responsibilities of parents are:

- to read and fully understand this policy.
- to pay the bills promptly and in full by any of the methods described on the invoice.
- to speak to the Treasurer or Pre-school Leader in confidence about any issues around being unable to pay the full amount in one lump sum.
- to reach agreement on how and when fees shall be paid and ensure that this is still in advance of when the child attends the setting.

The responsibilities of the members of the Pre-school Management Committee are:

- to ensure bills are as accurate as possible.
- to ensure that outstanding bills are followed up and fees collected.
- to ensure that changes to fees are communicated to parents.
- will validate this policy and update/change as necessary. All amendments will be identified to all members of staff.

This policy has been adopted by Little Jesters Pre-school