



General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

5.3 Fees policy

Policy Statement

Government funding for two, three and four year olds is available for 15-30 hours a week, on completion of the correct funding forms and subject to session availability.

- Fees are reviewed on an annual basis. Please speak to the manager for details of the current rates.
- Invoices will be issued at the beginning of the month for the previous month, which means that the invoices are raised monthly.
- We accept Childcare vouchers/Tax-free Childcare as a form of payment.
- Payment may also be made by BACS transfer, cash or by cheque.
- Fees must be paid if the child is absent, whether away sick or for other reasons, e.g. holiday, a child going home for tea with another child, appointments, session not required by parents, etc.
- **For After School Club children, a cancellation may be made for a pre-booked session up to 48 hours before that session begins.**
- If a parent/carer wishes to reduce the number of sessions a child attends or wishes to remove a child, the change may be made at the beginning of the following half term. Unused sessions in the meantime will be charged at the usual rate. The vacancy created cannot be protected for the child if demand for sessions is high.
- If a parent/carer requests an increase in sessions, we shall provide these hours as soon as possible, subject to availability. This must be discussed in full with the manager and, once booked, payment must be made for the sessions from the agreed start date.
- If fees are not paid by the due date on the invoice, a reminder will be sent out. On receipt of this reminder, fees are due immediately.
- We reserve the right to charge a late payment fee if there is no response from this invoice reminder. This fee is reviewed periodically and is subject to change.
- If fees are still unpaid beyond this point, a deadline will be issued, combined with a child exclusion/reduction in sessions, subject to committee discretion.
- If parents/carers do not sign children in/out of the register, finance staff will charge the full session the child was booked for.
- We do not offer a flexible charging policy nor do we charge by the hour. Parents will be charged for the entire cost of a session, regardless of the time at which the child arrives or is picked up.
- If a child is not collected at the agreed collection time, a late collection fee of £5 per 5 minutes of delay may be levied at the manager's discretion. Normally, the first instance of late collection will be charged at normal hourly rates (£5.30 Pre-School,



General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

£4.80 After School Club) and a verbal warning will be issued. Thereafter the late collection fee may be charged.

If you have any difficulties with payments, please inform the Manager or Finance Administrator immediately and we can establish a payment scheme to suit your financial requirements.

Our setting is a non-profit organisation that operates to break even. In the event of non-payment of fees we will pursue debts through the Small Claims Court. Interest and costs involved in the recovery of late fees, including staff admin time, will be added to the total amount due.

This policy was adopted at a meeting held on 19.10.2020
Signed on behalf of the Committee by Helen Harris (Manager)

Review date Amendments				