

## FEES POLICY

If there are any concerns about the following fees or payment of fees generally, parents/carers are requested to talk to the Pre-school Supervisor or Chair of Trustees whose details appear on the 'Parents Board' in the entrance hall of the setting.

### Rates

The cost of a three-hour session is £12.00 (9am-12pm or 12pm-3pm)

Lunch club can be added to a morning session for an additional cost of £4.00 (12pm-1pm)

All 3 and 4-year-old children are entitled to 15 hours per week of free early years education for 38 weeks of the year from the term following their third birthday. If parents/carers choose to use funding at Little Owls Pre-School & Nursery they are requested to inform us to make the application on their behalf. If parents/carers wish their child to attend for additional unfunded hours they will be invoiced at £4.00 per hour.

We are able to offer funding for free early education from the term after your child's 2nd birthday subject to parents/carers meeting the criteria; this will roll on automatically to their 3- and 4-year funding. Any additional hours over the 15 funded hours will be invoiced at £4.00 per hour.

Parents of 3 and 4 year old children may also be entitled to claim 30 hours per week funding. This is subject to parents meeting the criteria and being issued with a code from HMRC that should be passed on to the pre-school. This will be reviewed by HMRC on a regular basis and parents are required to re-apply periodically.

### Invoicing

Fees will be invoiced monthly in advanced.

All fees must be paid in advance. Invoices will be distributed by the Supervisor via email and handed out as a paper copy one week before they are due to be paid. **Fees must be paid in full by the 1<sup>st</sup> of the month.** Failure to do so will incur a £20 fine if payment is received after the 1<sup>st</sup> and a further £20 for each subsequent week the amount is outstanding. If you use an employer childcare voucher scheme, please be aware that it takes several days for them to process your payments.

Late collection charges: If a child is collected 10 minutes after their booked session ends parents will be charged £5 per child, and £5 for each subsequent quarter of an hour.



### **Payment**

All fees will be paid to the Pre School Supervisor or via BACS online. If fees remain unpaid after 1<sup>st</sup> of the month and/or repayment arrangements broken, the Trustees reserve the right to exclude the child from pre-school until the fees and any additional charges have been repaid in full.

In cases of hardship, parents/carers are advised to discuss the situation in confidence with the Chair of Trustees.

Fees are to be paid regardless of holiday or illness. If a long period of holiday or illness is anticipated, please discuss the fee/invoice with the Trustees.

If parents/carers require two or more additional sessions per week, they need to be requested a week in advance in writing to ensure staff to child ratios are correct. If the sessions required are due to emergency or unforeseen circumstances, the Supervisor or Deputy will endeavour to accommodate.

Once sessions are agreed between Pre-school and parents/carers, four weeks written notice is required for reducing these agreed hours and the Pre-school will invoice accordingly.

### **Outstanding fees**

Parents/carers will receive an informal written reminder that fees are outstanding for up to 14 days after the payment is due. If, after a further 5 days, parents/carers have still not paid their fees, they will receive a formal written reminder and will continue to be subject to the late payment charges listed above.

Should fees continue to be unpaid, we may, regrettably, be forced to offer the child's place to another on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid. If the parents/carers have contacted us already to make alternative arrangements, allowances can be made. If fees are paid following a formal written reminder, the Pre-school reserves the right to request a deposit of £100 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving the Pre-school, any sums due to the Pre-school (e.g. outstanding fees) having first been deducted. The Preschool will be entitled to any interest earned on the deposit.

Please note if parents/carers have any difficulty at all in paying fees, it is essential that they tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents/carers in genuine financial difficulties.

**Notice**

We plan our staffing levels and set our budget well in advance. In order to operate we need advanced notice of any changes to child numbers. One half term written notice is required for a child leaving the Pre-school or reducing their sessions. If this notice is not received fees in lieu of notice will be charged.

**Refunds**

Fees are to be paid regardless of absence due to holiday or illness. If you know in advance that your child is going to be absent from pre-school for a prolonged period of time, please discuss fee paying arrangements with the committee in advance.

**Closure**

In the event of the Pre-school being forced to cancel sessions, the Pre-school will endeavour to give as much notice as is reasonably possible. The Pre-school reserves the right to offer replacement sessions in lieu of refunds.

This policy/agreement was reviewed by the Trustees at the AGM.

Signed by:..... Chair of Trustees:.....

(Original signed copies of all policies are held on site and can be viewed upon request)