**Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

**10.1 Fees**

**Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that every family has access to the setting by maintaining session fees that are set at an affordable rate. Funded places are provided for all eligible two, three and four year old children.

**Sessions:**

The Preschool offers ten sessions a week split between morning and afternoons.

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| --- | --- | --- |
| Day | Morning | Afternoon |
| Monday | 9.00 – 12.00 | 12.00 – 3.00 |
| Tuesday | 9.00 – 12.00 | 12.00 – 3.00 |
| Wednesday | 9.00 – 12.00 | 12.00 – 3.00 |
| Thursday | 9.00 – 12.00 | 12.00 – 3.00 |
| Friday | 9.00 – 12.00 | 12.00 – 3.00 |

**Fees**

The fees are currently charged at £14.70 per session or £29.40 per day. Children that only attend a morning session can stay between 12.00-12.30 for lunch club at the discretion of the Manager. The lunch club will be charged at £2.30. Fees are reviewed annually by the Committee and extensive market research is carried out before any alteration to the fees. This ensures that the Preschool remains accessible to the local community.

Fees are due in advance and paid on a half-termly basis. Any alternative payment frequencies must be arranged with the Treasurer. Prompt payment is expected, within 14 days of date of invoice. A reminder will be emailed 7 days after the date of invoice. Failure to pay your child’s bill within 14 days of the invoice date will result in an additional charge being added (please see Late/Non-payment section).

Fees can be paid via cheque, BACS, and childcare vouchers. Parents using childcare vouchers are expected to provide the Treasurer with the name of the childcare voucher company and all relevant data needed in order to claim the payments. Parents paying by BACS should include a reference of the child’s name and invoice number.

**Late/non Payment of Fees**

The Preschool is a non-profit charitable organisation. Fees are set at a price that covers the running costs of the establishment and enables us to buy resources and maintain the building. It is essential that fees are paid promptly and in full within the allocated time, to ensure the smooth running of the setting.

The Committee encourage parents to approach the Treasurer as soon as they experience any difficulty with the payment, to avoid any children from being excluded from the setting. The Treasurer will do his/her best to ensure an acceptable payment plan is put together until the parents are in a more secure financial position.

It is therefore expected that all bills will be paid upon receipt of our invoice. Seven days following the issue of our invoice, a payment reminder email will be sent. Should payment not be received within 14 days of the original issue of our invoice, a surcharge of 5% of the original invoice will be added, or a minimum amount of £10 (whichever is greater).

If the outstanding fees are then still not paid in full within 28 days of the original issue of our invoice then the child will not be allowed to attend pre-school outside of government funded hours until payment has been received. Failure to pay the fees may result in legal action being taken by the committee to recover the lost revenue.

**Collation of Invoices**

In order for invoices to be sent out ready for the start of a new half term it is essential for Preschool to know which sessions your child will be attending for the full half term ahead. Parents will be expected to return a form a minimum of two weeks before the end of a half term outlining the sessions your child will be attending the following half term. Should Preschool staff not receive this information at this time it will be assumed that your child will be continuing with their current agreed sessions. Changes will not be accepted once a half term has started.

**Funding**

Every child is entitled to fifteen hours of funding from the County Council the **term after their third birthday**.

The Government funding will be applied to any full session. Additional hours over and above the fifteen are chargeable at the normal rates (please see fees section). The setting will provide the parents with all the appropriate funding paper work at the beginning of each funding session. Proof of age and home address is required for each child that is accessing the funding.

Kilsby Pre-school hold places for children eligible for the two year funding. On enquiring, parents are directed to the Northamptonshire County Council website to check their eligibility. Parents are required to provide the setting with their funding eligibility number as proof of entitlement.

Where the funding is to be split between different childcare providers, the parents are expected to provide details of the funded hours taken at the other establishment.

**Holiday/Sickness**

**Fees are payable even if the child is absent, as the Preschool outgoings remain the same.**

Funded hours are **non-transferable** and cannot be used to cover extra sessions another day/week. Full payment is still expected for short term illness and will be charged for any session not covered by the government funding.

The Manager should be notified of any intended holidays or long periods of absence as preschool is required by law to record reasons for non-attendance.

**Additional Sessions**

Additional sessions over and above those previously agreed for that half-term can be arranged at the discretion of Preschool staff. Any additional sessions booked **at least** 2 weeks in advance will be charged at the normal session price of £14.70.

Invoices for the additional sessions will be sent out at the time of booking, payment is expected within 2 weeks of invoice date.

**Late Collection Fees**

Preschool understand that there may be times when parents experience unexpected delays and the setting will accommodate the occasional late collection. However continual late collection will result in additional charges. Late collection can affect staff to child ratios for the next session and results in staff staying longer than their contracted hours. Preschool cannot absorb the extra staffing costs and is unwilling to pass this cost on to other parents by increasing the fees.

A ten minute overlap is granted at the end of each session anything over this is chargeable at the rates below.

|  |  |
| --- | --- |
| First ten minutes following the end of the session | FREE |
| Between ten to fifteen minutes late after the end of the session. | £5.00 |
| For every ten minutes after this. | £10.00 |

**Removal of children**

If a parent wishes to remove their child from the setting they are required to give four weeks’ notice to the Supervisor. If a child is removed before the months’ notice period, payment for the registered sessions will still be expected.

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| --- | --- | --- |
| This policy was adopted at a meeting of | Kilsby Preschool Committee | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |