



## **Fees, Charging and Non Payment Policy**

### **Policy Statement**

At The Hullbridge Preschool, we aim to make our Pre-School as accessible to as many families in the community as possible. We therefore aim to ensure our fees are as competitive as possible. As a non-profit making charity, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. This policy adheres to the standards regulated by Essex County Council regarding the Government Funding for 2,3 and 4 year olds. Therefore, the following policy will apply:

### **Fees: (From January 2017)**

- Sessions: £13 per 3-hour session
- Lunch Club: £1.50 per session (45 minutes) or £1 if staying all day.
- There will be a £12.00 fee for formally registering a child if the child starts prior to them being eligible for 3/4 year funding.
- Please note that BACS payments for registration are our preferred method of payment, please quote your child's name and what is being paid as reference. (For example, John Smith – Registration)
- The Registration Fee is non-refundable.

### **Payment Procedure:**

- All parents/carers will receive an emailed invoice by the beginning of the first week of each half term.
- Fees can be paid in full by the beginning of the last week of half term OR paid weekly. If paying weekly payment is due by the end of the FIRST week which your child attends. Please see Late Payment charge below.
- Payment for all fees can be made via our preferred method of BACS for the exact full weekly payment (i.e. weekly or fortnightly, not part weeks) by cheque, childcare vouchers or

cash. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.

- Once payment has been received by cash or cheque, a receipt will be issued
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform Donna Thresher of the payment plan.
- Once a child has begun at The Hullbridge Preschool fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday. This applies to Pre-school sessions and pre-booked Lunch Club sessions.
- If a child will be absent because of holiday or illness, then payment for the missed sessions must be either made in advance of the absence or the parent must make payment on the child's first week of return or by the Monday of the week of Half term, or a late payment charge will apply (see below).
- For visits with parents or carers there will be no charge. (ie Stay, Play and Meet sessions)

#### **Late or Non Payment:**

- From September 2017 a late payment fee charge will automatically be applied £5 to outstanding fees on the Monday after half term.
- In the event of a cheque being returned to The Hullbridge Preschool marked unpaid, a £10 administration charge will be incurred.
- If a child is absent for more than 5 days due to a pre-arranged operation or hospitalisation, arrangements should be made PRIOR to the absence with Donna Thresher.
- If after three requests the outstanding balance has not been paid, we will advise the parent/carer that the child will no longer be able to attend their sessions until the balance has been settled.
- All unpaid fees will be pursued via the court system. The Hullbridge Preschool reserves the right to withdraw any agreed payment plan if payment have not been made. If payments are not made then the full amount outstanding will be due within 7 days of an overdue account letter. If payment is not received within 7 days of the overdue account letter then a final warning letter will be issued, if payment still remains outstanding following this letter then court proceedings shall begin. Court proceedings will incur charges to the parent/carer.

#### **Late Collection Of Child:**

Continuous late collection will incur a charge of £5 for the first 15 minutes per child, and a further £5 for every 5 minutes following.

### **Notice Period and Conditions:**

- If you wish to cancel a regular lunch club booking or a paid day session half a term's notice (6 weeks) is required.
- Regular bookings will be charged in full if the notice is not given.

### **Child leaving The Hullbridge Preschool:**

- Six weeks' notice is required if a child is to leave The Hullbridge Preschool
- If six weeks' notice is not received, then 6 weeks' fees will be charged in lieu of notice.

### **Funding :**

We are registered to provide the free and Universal Extended hours entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect. For more information please visit: <https://www.essex.gov.uk/Education-Schools/Early-Years-Childcare/Help%20paying%20for%20childcare/Pages/Free-Early-Education-Entitlement.aspx>

For parents who receive government funding (either the 2-year old funding or when the child receives 3-year old funding) we will require documents to prove your child's date of birth, this can be their red book. A parental contract will be drawn showing the amount of hours due to attend and this will be updated and require a signature at each funding block (ie each term).

### **Voluntary Healthy Snack Contribution :**

- We ask for 30p per morning session attended per child towards the cost of healthy snacks for all children, this will be shown on the invoice along with any other fees.

### **Uniform:**

- Uniform is not compulsory however it can be purchased either from the preschool site or via the Tesco Embroidery Service. Costs from September 2017:

Polo - £5

Jumper - £7.50

Fleece - £10

T-Shirt £5

## Payment Plans

We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, parents or carers speak to either Kristy or Donna in confidence immediately as it may be possible to arrange a flexible payment plan.

This policy was adopted at a meeting of .....  
(name of setting)

Held on .....  
(date)

Date to be reviewed .....  
date

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) .....