



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. Our setting 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 April 2024) for those not receiving FEEE funding

- £18.70 per 3-hour session (3-4yr olds)
- £21 per 3 hour session (2-3yr olds)
- Lunch Club: £3 per session (12:00-12:45pm)
- Snack Contribution 60p (per AM session)
- Sustainability charge (previously consumables) £3 per session

- There will be a £15.00 fee for formally registering a child, if the child starts prior to them being eligible for FEEE.

- The Registration Fee is non-refundable.

Funding :

We are registered to provide the FEEE funded 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>

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).

For further information please see our 'Funding and Fees Explained' document.

Payment Procedure:

- All parents/carers will receive an emailed invoice prior to commencement.
- Invoices will be emailed out to parents at the beginning of the half term.

- Payment can be made by bank transfer or cash; we do not accept cheques. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.
- Payment should be made within 30 days of the invoice or will incur a late payment fee if the payment isn't made. Please see Late Payment charge below.
- Payment plans can be put in place to assist families should they need it, payments can be made weekly, monthly etc.. Please speak to us asap to ensure a non/late payment is not added to your invoice.
- We accept childcare vouchers towards payment of fees. If it the responsibility of the parent/carer to contact the setting as soon as possible to advise this and ensure we can set the correct payment plan.
- Once a child has begun at The Hullbridge Preschool fees/costs are payable for all sessions regardless of attendance. Therefore, fees are still due for sessions missed due to sickness or holiday etc...
- 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 a child is absent because of holiday or illness when the invoices are issued, then payment for the missed sessions must still be made or a late payment charge will apply (see below).
- For visits where the child attends with parents/carers, there will be no charge. (ie Stay, Play and Meet sessions)
- Additional sessions outside of the funded hours will be charged as per the current price list. These sessions will be marked as Tues-Thurs not Mon or Fridays.
- Fees will be invoiced at the same rate for that term, so if a child turns 3 part way through a term the 2 year old rate will still apply until the end of that term.

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 Donna in confidence immediately as it may be possible to arrange a flexible payment plan.

Late or Non Payment:

- A late payment fee of £5 will automatically be applied to outstanding fees, if the invoice isn't cleared within 30 days and no contact is made with the manager about the delay in the settling the invoice.
- 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. Parents/carers will be advised in advance of this fee being applied.

Notice Period and Conditions:

- If you wish to cancel a regular lunch club booking or fee paid session, half a term's notice (6 weeks) is required. This should be in writing preferably via email.
- Regular bookings will be charged in full if the full 6 weeks 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.

Snack Activity:

- We ask for a small fee 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. Alternatively, parents/carers can supply a healthy snack of fruit/vegetables and a carbohydrate ie cracker, bread stick for their child to eat at preschool instead of the small fee. However, this must meet the preschool Healthy Food policy and must not contain, nuts/egg/soya. (This list is not exhaustive as children and staff may have allergies that need to be considered further).

Lunch Club

- At least one adult, often two are seated with a table of 8 children each lunchtime. This practice ensures that the children are supported throughout the lunch period, the adults monitor that the children eat only their own food, check that contents of lunchboxes comply to our policies and procedures and children are closely monitored for choking and allergic reactions. Staff also model appropriate behaviour while eating, the lunch time activity is thoroughly enjoyed by the children and adults. This activity is chargeable for children not using FEEE funding for the session.

Care Package/Consumable Charge

- We ask for a small contribution to cover age related consumable costs for each session your child attends. This may include (this is not an exhaustive list) wipes, hand towels, soap, sanitiser, additional creative resources ie) clay, cleaning products, replacement of equipment, staff training,

Tapestry. Alternatively, parents/carers are able to supply their own consumables for their child should they wish.

Uniform:

- Uniform is not compulsory however it can be purchased either from the preschool site or via the My Clothing website. Please see website or prices on request from the setting.

Pandemics

As per our family declaration, should a lockdown situation occur then any fees already invoiced are payable. The preschool will endeavour to keep all charges to a minimum and will discuss with parents the possibility of providing children with catch up missed sessions.

However this is subject to availability, and the preschool reserves the right to make decisions on fees and sessions considering the preschool as a whole and the viability of the business during the pandemic.

This policy was adopted at a meeting of ..The Hullbridge Preschool..... (name of setting)
Held on (date)
Date to be reviewed date
Signed by
Name of SignatoryDonna Thresher.....
Role of Signatory (ie manager) ...Manager.....