



Fees Policy

Policy statement

The Pre-School is a registered charity and is not permitted to operate at a loss, nor as a profit making organisation. We charge fees for each session of Pre-school to cover our costs and to benefit children at Pre-School. Late payment of fees adversely affects our cash flow.

Our fees policy ensures that all parents and carers are aware of our procedures for charging, collecting and reviewing fees. We aim to operate a fees policy that is fair and reasonable for all families.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

Deposit

In order to secure a place for a child at Pre-School a £10 deposit is required, except where at the time your child starts at Pre-School they are immediately entitled to receive (and do receive) the Free Entitlement to Early Learning (previously known as the Nursery Education Grant, and referred to throughout this policy as the “**Grant**”).

Where a deposit is payable, it will be returned when your child leaves Pre-School, provided there are no outstanding fees at that time (in which case it will be offset against those outstanding fees, leaving only the balance payable).

Charging fees

For your child to keep their place at Pre-School, you must pay the fees charged. We are in receipt of the Grant for three and four year olds (see further below); where funding is not received, then fees apply.

Fees are payable in advance on a half-termly basis, and each school year consists of six half-terms.

Payment of fees

Parents or carers are notified of the required fees as close as possible to the start of each half-term by printed invoice. This invoice will detail the number of sessions over the half-term that it covers, the charge for each, whether the Grant applies, whether there are any extras to pay (such as lunch club fees, see further below), and the total amount payable.

Payment can be made in the following ways:

- By cheque (made payable to Yardley Gobion Pre-School);
- In cash;
- By on-line payment direct to our bank account (our bank details are set out on the fee invoice);
- Using childcare vouchers (if you wish to pay your fees in this way, please ask the Administrator for details).

Fee payments are checked by the Administrator and entered onto the fee register. Any fee payments received by staff members other than the Administrator are recorded in the cash record. A receipt is issued by the Administrator for all cash payments.

If your child starts mid-term the fees will be adjusted accordingly by the Administrator and an invoice given to you as soon as possible. Equally, if you increase the number of sessions your child attends mid-term, an invoice for the additional sessions will be given to you as soon as possible after the increase takes effect.

Settling-in sessions

It is hoped that you will accompany your child for their first two sessions, to help them to settle in to Pre-School. Fees are not charged for these two sessions, provided you do accompany your child. Fees will be charged for either or both of these sessions where your child is not accompanied by you. Fees will be charged for your child's third session onwards even if you continue to accompany them to help with the settling-in process.

Absences

Fees must still be paid if your child does not attend a booked session (for example, due to illness or holiday). This is because Pre-school will have kept your child's place open and must still employ and pay staff. If your child has to be absent over a long period of time for health reasons (for example, long term illness lasting more than two weeks or regular recurring medical appointments), please talk to the Supervisor who will liaise with the Committee, as fees for such absences are at the discretion of the Committee.

Lunch fees

We charge extra for the services we provide which are not covered by the Grant. This includes the lunch club, which is optional. Lunch club fees are included in the half-termly invoice. If you do not sign your child up for regular lunch club, but request that they stay for the occasional lunch session, it is expected that you pay for that session on the day.

Grant

We are registered to receive the Government's Free Entitlement to Early Learning grant funding. Children receive funding from the funding period following their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August. Parents are free to use their funding at any registered setting. Pre-School will provide you with the forms you need to sign in order to claim the Grant to offset the cost of sessions at Pre-School, and the funding is sent straight to us.

Children in receipt of the Grant are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. A typical school year (and our term dates match those of Yardley Gobion Primary School) is no longer than 38 weeks, and in general therefore, children using their grant funding at Pre-school will have the cost of all their normal sessions met by the funding. Occasionally however, the school year is slightly longer than 38 weeks and parents in those circumstances will be charged for any normal session not covered by the Grant.

If your child leaves Pre-School mid-term to move to another setting, please note that we are not obliged to pass any part of the Grant received in respect of your child for that term to the new setting. But the new setting cannot charge you fees for the balance of that term.

There are some conditions attached to the Grant, ensuring that each child does attend the number of sessions each term for which the Grant has been claimed and paid, with allowances being made for limited authorised absences (for example due to sickness, appointments and holidays). Please speak to the Administrator if you need any further details about this, or about the Grant generally.

Siblings

We recognise the financial strain of paying fees for more than one child at Pre-School. We therefore offer a sibling discount where you are paying the costs of two or more children attending Pre-School at the same time. The current discount is 50% for a second child, and 100% for a third child. These discounts apply only to the normal session charges and not to extras (for example lunch club). For the avoidance of doubt, where you have more than one child at Pre-School but you are paying the fees of only one (the other or others being funded by the Grant), these discounts do not apply.

Assisted places

Pre-school will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying fees and it may be possible to arrange an individual payment plan or to agree a reduced fee. However, this must be agreed in advance between the Chair and the parent/carer. Any family in this situation should contact the Supervisor (or the Chair direct) to arrange a confidential meeting. All discussions will be treated in confidence and we aim to work with parents/carers to reach a positive and realistic solution.

If you receive Working Tax Credits you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM Revenue & Customs (HMRC) website.

Notice to leave or to reduce sessions

We ask that two weeks' notice is given before withdrawing your child from Pre-School (other than on transition to primary school), or reducing the number of sessions your child attends. If notice is not given we reserve the right to charge fees for a maximum of two weeks even if your child does not attend Pre-School during that time. This also applies to children in receipt of the Grant.

Late collection of children

In accordance with our Uncollected Child Policy, then depending on circumstances, Pre-School reserves the right to charge parents for the additional hours worked by our staff waiting for a child to be collected at the end of a session. Any additional fee charged in these circumstances will be invoiced separately as soon as possible after it is incurred.

Closure of Pre-School

As Pre-School does not open on bank holidays, no fees are charged for any bank holiday falling in term time.

If Pre-School has to close in term time for circumstances beyond our control, fees will be charged at 50% of the normal rate for the relevant time (this is due to the requirement to still pay staff in these circumstances). To the extent therefore that any fees have been overpaid, the overpayment will be deducted from the following term's fees or (for any child not intending to attend Pre-School the following term) reimbursed to the parent or carer. This applies only to children not funded by the Grant.

On days when a normal Pre-School session is not held because of an outing (we try to run one outing in each of the Autumn and Summer Terms), fees will not be chargeable and in the unlikely event that they have been charged and paid in advance, they will be deducted from the following term's fees or (for any child not intending to attend Pre-School the following term) reimbursed to the parent or carer. This applies only to children not funded by the Grant.

Reviewing fees

The Committee tries at all times to keep Pre-School fees at a level accessible to the whole community, but has to take into account our operating costs and inflation. Fees will be reviewed at the Committee's discretion, in light of Pre-School's financial position and future strategic plans from time to time. In general where it is anticipated that fees will need to be reviewed during the course of the school year, the Committee will seek the approval of the members at the Annual General Meeting held in the Autumn Term.

Parents/carers will be given at least half a term's notice of any increase in fees.

Late payment or non-payment of fees

It is expected that fees are paid in full within two weeks of the invoice being issued (unless alternative arrangements have been agreed with the Administrator). Reminder letters will be issued if payment has not been received within that time, giving a further week for payment. If payment is not received within that further week without explanation, the Committee will issue a formal warning to the parent or carer, giving a final date by which the outstanding fees must be paid. If payment is not made by that date, the parent or carer may be asked to withdraw their

child until the outstanding fees are paid. Furthermore, any siblings who may wish to attend in the future may be refused a place.

In the event that fees remain outstanding at the point at which a child becomes entitled to the Grant, or whilst the Grant is being claimed, we may refuse access to the Grant. We will give the parent or carer reasonable notice of any such intention and hope to have the outstanding fees paid before it becomes necessary to take this action.

In the event that all other procedures for obtaining payment of outstanding fees have failed, Pre-School will pursue payment of those fees in the Small Claims Court.

Review of policy

This policy will be reviewed annually by the Committee. Any proposed changes will be agreed at the AGM or at an extraordinary committee meeting. Any complaints regarding this policy should be dealt with via our Complaints Policy.

Adoption of policy

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the Committee	_____	
Name of signatory	_____	
Role of signatory (e.g. Chair)	_____	

[Policy 1.21]