



Fees Policy and Procedure

Statement of intent

Bybrook Pre-school is an inclusive and friendly setting which believes that all children from aged two years old and upwards should have equal access to value for money, quality childcare provision regardless of social or economic circumstances.

Aim

We are a non-profit making, charitable, volunteer organisation and therefore can offer excellent pre-school childcare at very affordable prices, but also are dependent on fees to pay our staff and premises costs. This policy seeks to establish an understanding and agreement between the Pre-school Management Committee and all parents about the expectations regarding the payment of pre-school fees.

This fees policy forms part of the contract with the parents/carers and Bybrook Pre-school.

Fees

1. Fees are set by the Pre-school Management Committee and reviewed every year. The fees are currently £4.00 per hour (3 years and over) and £4.25 per hour for under 3s. These fees apply to all non-funded children, and funded children who attend for more than 15 hours per week.
2. Extended provision operating from 8:15 – 9:00am is charged at £4.00 (3 years and over) and £4.25 for under 3s per session and includes breakfast. Extended provision operating from 3:00pm-5:00pm is chargeable at £4.00 per hour (3 years and over) and £4.25 for under 3s per hour.
3. In addition, all children will be charged a snack charge fee of 25p per day which goes towards providing the children with a healthy and nutritious snack.

Procedure

1. Fees for agreed hours will be charged in advance, invoiced every term, i.e. six times a year.
2. Additional hours (those above the agreed normal hours) will be charged in arrears with the following term's invoice.
3. All fees must be paid 14 days of receiving the invoice. Payment or part payment may be made using childcare vouchers which employers may offer.
4. If fees are unpaid after 14 days, a reminder letter will be sent to the parent. If fees are still unpaid 28 days after the date of invoice, a further letter will be sent and verbal contact made in order to discuss any difficulties in payment. If payment still has not been received after 6 weeks. the pre-school may have to pass the outstanding fees on to a debt collections agency. At this stage the parent shall be liable for any additional costs incurred and interest may be charged on

the outstanding payment. If necessary the pre-school shall take steps to recoup the fees via the courts, and the parent shall also be liable for any court costs incurred. The child's place will be suspended pending full payment.

5. If a parent or carer is persistently late paying fees, the pre-school may request a £100 deposit to guarantee the child's continued place at the preschool, which will be refunded when the child leaves the preschool.
6. If a cheque is returned from our bank unpaid (bounced cheque), the parent will be liable for all administration charges incurred.
7. If there are inaccuracies with the bill the parent should contact the Pre-school Leader or the Treasurer of the Pre-school Management Committee immediately.
8. If, due to personal circumstances, a parent is having any difficulty in paying the fees, the parent is urged to speak to the Pre-school Leader or the Treasurer in confidence, and the aim is to come to a mutually satisfactory arrangement for the fees to be paid in instalments.
9. Place(s) must be paid for during periods of sickness, holiday and any other non-attendance. It is not possible to swap sessions when a session is missed, unless it is by prior arrangement with the Pre-school Leader.
10. A full term's notice must be given in writing for the permanent cancellation of a session or removal of a child from Bybrook Pre-school. Failure to provide such notification will incur payment of a full term's fees.
11. Fees are non-refundable, regardless of the circumstances. Should the pre-school need to close due to unforeseen circumstances (including but not limited to adverse weather, no heating, damage to building rendering it unusable) and the pre-school is still responsible for overheads such as staff and premises costs, fees will be due throughout the period of closure.

Government Funding

1. Bybrook Pre-school is registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding. This includes 2 year old funding where relevant.
2. Children are eligible for 15 hours funding the term following their 3rd birthday until he/she starts school as follows:

Children who are 3 between:	Are eligible for funding from:
1 April and 31 August	1 st September
1 September and 31 December	1 st January
1 January and 31 March	1 st April

3. Funded hours must be taken in 3, 4 or 6 hour session blocks. Any hours taken in excess of 15 hours per week are chargeable at the standard rate of £4.00 per hour (3 years and over) and £4.25 for under 3s per hour.
4. When a child becomes eligible for a funded place at pre-school, parents are provided with a Parent Declaration Agreement Form to complete and return to pre-school.

5. An eligible child can attend a maximum of 15 funded hours in any week; this can be divided between providers if he/she is attending more than one setting.
6. Funding is for 38 weeks a year only, and therefore if the pre-school opens for any additional weeks, funded children will be charged for any additional sessions they choose to attend at the rates set out above.

Responsibilities

The responsibilities of employees are:

- to read and fully understand this policy.
- to provide Changes to Session forms to parents and ensure they are delivered to the Treasurer.
- to ensure that attendance sheets are updated and confirmation is fed back to the parent.
- to ensure that cheques and payment envelopes are directed to the Treasurer.

The responsibilities of the Pre-school Leader are:

- to ensure that all members of staff have read and understood this policy.
- to ensure that changes to sessions and extra sessions are communicated to the Treasurer to support them in creating accurate bills.
- to ensure that cheques and payment envelopes are directed to the Treasurer.

The responsibilities of parents are:

- to read and fully understand this policy.
- to pay the bills promptly and in full by any of the methods described on the invoice.
- to speak to the Treasurer or Pre-school Leader in confidence about any issues around being unable to pay the full amount in one lump sum.
- to reach agreement on how and when fees shall be paid and ensure that this is still in advance of when the child attends the setting.

The responsibilities of the members of the Pre-school Management Committee are:

- to ensure bills are as accurate as possible.
- to ensure that outstanding bills are followed up and fees collected.
- to ensure that changes to fees are communicated to parents.
- will validate this policy and update/change as necessary. All amendments will be identified to all members of staff.

This policy was adopted at a meeting of Bybrook Pre-school Management Committee held on: 13th October 2015

Date of review: 13th October 2016

Signed on behalf of the Pre-school Management Committee:

Name of signatory:

Role of signatory:

Signed on behalf of the pre-school:

Name of signatory:

Role of signatory: