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## New Millside Pre-school



### FEES POLICY

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This policy has to be enforced to enable the pre-school to meet its running costs. New Millside is registered to receive Early Years Education Funding for each child from the term after their third birthday and second birthday if applicable for a total of up to 15 Universal hours per week and/or Extended 15 hours per week (for 3-year olds) for 38 weeks of the year.

Our sessions are: AM Only = 9-12 (3 hours), PM Only = 12.30-3.30 (3 hours), All day = 9-3.30 (6.5 hours).

If attending breakfast club our sessions are: AM only = 7.30-12 (4.5 hours) All day = 7.30-3.30 (8 hours).

The pre-school does not insist that you take the full funded 15/30 hours - it is your choice of how many of the sessions you wish to take of sessions available. Our lunch session and breakfast club for pre-school children is also included in our funding hours but the fees set out in this policy will incur when you are either over the 15 universal hours and/or 15 extended hours or if your child is two and does not qualify for 2 year funding. If a child attends all day, the parent/carer can use the 0.5 hours from their funding hours but if their hours exceed either the universal or extended hours then the lunch session will be invoiced. If you go over the funded hours due to attending lunch session(s) and you do not want to be invoiced for these, you do have the option to collect your child at 12 and return at 12.30 but they must have had their lunch before they return as our lunch session would have finished and our normal PM session will resume from 12.30pm.

To access this funding, parents, must sign a declaration and provide their child's birth certificate when the child starts at the setting and sign the headcount claim. A new form will need to be signed if amendments are made to sessions claimed. If the form is not signed, sessions will not be funded, and parents will be charged the full sessional amount. Any absence must be notified immediately to confirm why a child has missed a session. Please refer to our Educational Policy for further information.

Children who do not receive EYEF (Early Years Education Funding) will be expected to pay for a session, a session being defined as 3 hours. An additional fee will be charged for use of the lunch session if staying all day.

The current fee scale from the Summer Term April 2020: These are set by the committee and reviewed annually;

- Under 3 = £21.50 per session
- Over 3 but not yet entitled to EYEF = £21.50 per session
- Over 3 but over allowance £21.50 per session
- Lunch session = £5.25 per ½ hour
- Breakfast Club (pre-school children) = £4.75
- Breakfast Club (school children) = £4.25

Invoices for fees will be issued through our invoicing system. This is currently 'Xero', you will be given as much notice as possible if we change software. Invoice are sent the first week of term and will include the pre-school phone number and email for any queries. If you do not have an email address, these will be printed.

We accept childcare vouchers. If you pay by childcare vouchers, please email [office@newmillsidepre-school.co.uk](mailto:office@newmillsidepre-school.co.uk) which provider you use and when payment has been made the payment made can be matched, otherwise it is likely this payment will not go onto your record straightaway and therefore you may be sent a chasing email for payment. If we do not have an account with the company you will be using please notify us and we will endeavour to set this up.

#### **Terms & Conditions:**

- a) Payment will be due 2 weeks from the date of the invoice. Childcare Vouchers are accepted see above.
- b) Four weeks notice will be required if children are withdrawn from the pre-school unless exceptional circumstances such as medical
- c) If notice is not given that children will not be returning, a full half term fees will be required.
- d) If your child does not attend sessions without letting the pre-school know for two weeks and without payment, we will terminate your child's place. If you are in arrears for two weeks or more your child's paying session(s), lunch session(s) and breakfast club(s) will be terminated, please remember that we are a charity.
- e) Fees are payable up to the date of withdrawal and at the end of this notice period, even if a parent chooses not to send their child during the required notice period.
- f) If your child fails to attend sessions for 3 weeks with no authorised absence, funding will be cancelled, and an invoice sent for fees due, as funding will be recuperated by the Local Authority.
- g) Payment plans are available for those that require. Please speak to the Administration and Finance Manager.
- h) Fees are still liable for the following: short-term sickness, holidays, isolating due to pandemic and isolating due to government guidance after a holiday away, fees must still be paid as those sessions are reserved for your child to attend weekly and we have already paid staff costs etc.

**Payment must be made two weeks after the invoice date (regardless of length of half term) and reminders are sent through Xero on the following dates:**

- A reminder is sent the date before payment is due



- 7 days after the payment was due
- 14 days after the payment is due. This is a final reminder and if payment has still not been received your child's paying session(s) will be terminated. Inform the parent/guardian that their child will be excluded from their paid sessions for the rest of term if full payment is not received by the child's next session, include final settlement date. Full payment will also be required for the sessions lost due to exclusion.
- If no payment is received by the settlement date, the child will be excluded from all fee paying session(s) until full payment has been received.
- We reserve the right to apply a late payment fee if fees are not paid on time.

**Recovery of debt will be sought through the Small Claims Court. An application will also be made for our costs incurred in this procedure to be met by the parent.**

- In cases of financial difficulties weekly payment of fees can be arranged through the Administration and Finance Manager. In this instance payment must be received at the beginning of the first session each week.
- In the event of a cheque being returned by the bank, the parent will meet any charges.
- All fees are dealt with by the Administration and Finance Manager. Preferred method of payment is by bank transfer. Under no circumstances should a cheque/cash be handed over without a named envelope. No change can be given.
- This policy applies to all fees including lunch session and breakfast club.

### **Pre-school Closure & Fees**

In the event that pre-school has to close due to severe weather/other events for example: - no heating or water supplies, or unforeseen circumstances, then fees are still payable for this time. If pre-school has to close for an extended period of time, then this will be reviewed per circumstance. If pre-school has to close due to ratios falling below the legal limit then fees will not be liable. In the event of a cancellation: - A member of school staff will endeavour to contact individuals by email, text or phone as soon as possible to do so. - School closures are reported locally radio stations such as Bucks Radio. We will also keep you updated on our Facebook page (please remember to like our Facebook page) and we also update on Bucks CC School Closure website.

### **Late Collection Charge**

Pre-school must be notified if you are going to be late to collect. If no notice is given and this is a repeat occurrence a charge £10 plus £1.00 per 5 minutes will be levied. A note will be made, and charges will be invoiced.

### **Notice Period**

A 4 weeks written notice must be given should a parent wish to withdraw their child from the setting. Any circumstances that a parent feels may warrant an exception to the usual notice period must be discussed and agreed in advance. If a child fails to attend any sessions for 3 weeks without a return date in writing, funding will be notified and their place withdrawn and invoices will be issued to you for reclaimed funding. If your child misses 2 or more of their allocated sessions/days and we have tried to contact you with no response, in the first instances under safeguarding guidelines we have a duty of care to your child to contact First Response for Advice. It is therefore vital that you communicate with us when there is sickness/holidays.

