



# Manor Park CofE VC First School

## **Pre-school Fees Policy**

March 2022

Revision date: March 2023

## Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting and that our Fees Policy takes into account both the need to be financially viable (to stay open for the benefit of all the community) and to ensure that we do so without causing excessive financial hardship to our families.

## Procedure

### *Charges and Services*

- Fees are reviewed on an annual basis in April to take effect in the following academic year.
- Bookings are made by session and charged at a set session rate.
- Once a half term has started, parents are committed to paying for all the agreed sessions, irrespective of their use of them until the end of that half term.
- Invoices are issued in advance on a half-termly basis.
- Payment is expected in full within 2 weeks of receipt of your invoice.
- Arrangements can be made for families to pay on a weekly basis in agreement with the Deputy Early Years Leader.
- Our extras Charge is supplementary and compulsory. Our extras charge covers snack, gardening activities, cooking activities and some extracurricular activities. It is charged on sessions between 9am and 12pm to both funded and unfunded children.
- If parents wish to access completely free funded hours these are available between 12pm and 3pm and are subject to availability.
- Late Collection Fees are payable if a parent is more than 5 minutes late collecting their child with no contact or explanation being made. Attempts will be made by the setting to contact that parent within those 5 minutes. Late Collection Fees will be charged in arrears on the following half terms' invoice. These are £20 for 5 minutes, £30 for 10 minutes.
- 15 hours Funding is received the term after the child's 3rd birthday.
- An additional 15 hours funding is available for qualifying families for 3 year old's.
- 2 Year old 15 hour funding is accepted and is received the term after the child's 2nd birthday.
- In special circumstances, such as families requiring extended services provision, we may reserve a space until the child reaches 4 years of age, this is discussed on an individual basis. In these cases a retainer fee will be due to reserve the required sessions, this is at a rate of 25% of total fees for each half term the sessions are reserved for.

### *Absences, Illness and Cancellation Policy*

- Fees are still payable for the time of absence even in the case of contagious illnesses eg. Chickenpox

- The Pre-school should be notified of any holidays, however fees will still be due for the time of absence
- The Pre-school should be notified of any absence prior to the start of the session. If the pre-school have not heard of any absence we will attempt to make contact with the family to explain the absence.
- Absence is monitored by the pre-school, repeated absences may result in a meeting with the family to discuss attendance.
- If a child has not attended for 2 weeks without explanation, their place may be forfeited. Every effort will be made by the setting to contact the family before this decision is made.
- If a child is to leave the pre-school, 6 weeks notice must be given – not including holidays.
- Fees will still be due for any emergency or unforeseen closure of the setting – for example, but not limited to, closure due to snow.

#### *Late and Non-Payment Procedure*

- Payment is expected in full within 2 weeks of receipt of your invoice unless another arrangement has been made with the pre-school.
- If payment is not received by the end of the 3rd week, a reminder shall be given verbally.
- Parents who have made arrangements to pay on a weekly basis will also receive reminders stating what the balance due is at the junctures listed in the rest of this policy. These reminders will not affect their credit rating with us, provided payments are still being made at the agreed times.
- If payment is not made in full at this juncture, parents will be invited to come and discuss the situation with the pre-school. Every effort will be made to put parents at ease. In consultation with them, a payment plan will be agreed and signed that will be designed expressly to be affordable and prevent any undue hardship to them or their family but that will settle their outstanding balance in a reasonable time period. Consequences of non-payment without explanation will be made clear.
- These payment plans may, with the agreement of both parties, be reviewed and amended to reflect changing circumstances.
- In an attempt to prevent an increase in the debt, any unfunded sessions and extra services will be withdrawn until the balance is settled.
- If payment in full is not received by the end of half term of the invoice date (without some other payment agreement being made) the child's place will be limited to their 15 hours funded place.
- If payment plans are broken with no communication the child's place may be forfeited.

***Any questions or concerns regarding this policy should be made in the first instance to Mrs Laura Gillott, Early Years Leader.***