



## Micheldever & Stratton Preschool Fees, Charging and Non-Payment Policy (Revised 4<sup>th</sup> November 2020)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

At Micheldever & Stratton Preschool, we aim to make our Preschool 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. This policy adheres to the standards regulated by Hampshire County Council regarding the Government Funding for 2,3 and 4 year olds. Therefore, the following policy will apply:

Fees: (From September 2023)

- £6.50 per hour (2yr olds)
- £6.50 per hour (3/4 yr olds)
- £20.00 (Consumable charge) per term, per child.
- There will be a £15.00 fee for formally registering a child if the child starts prior to them being eligible for 3/4 year funding.
- Please note that BACS payments for registration are our preferred method of payment, please quote your child's name and what is being paid as reference. (For example, John Smith – Registration)
- The Registration Fee is non-refundable.

### Procedures

- All parents/carers will receive an emailed invoice prior to commencement.
- Fees can be paid in full within 30 days of invoice or paid weekly or monthly. Please see

*Late Payment charge below.*

- Payment for all fees can be made via our preferred method of BACS for the exact full weekly payment (i.e. weekly or fortnightly, not part weeks) by cheque, childcare vouchers or cash. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.

Micheldever & Stratton Pre-School, The Warren Centre, Micheldever Station, SO21 3AR, Tel: 07934981271, EY2647913, Charity Number: 1076656

- Once payment has been received by cash or cheque, a receipt will be issued
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform Katy Toms of the payment plan.
- Once a child has begun at Micheldever & Stratton Preschool fees are payable for all sessions regardless of attendance. Therefore, fees are still due for sessions missed due to sickness or holiday. This applies to all Preschool sessions and the consumables charge.
- If a child will be absent because of holiday or illness, then payment for the missed sessions must be either made in advance of the absence or the parent must make payment on the child's first week of return or by the Monday of the week of Half term, or a late payment charge will apply (see below).
- For visits with parents or carers there will be no charge. (ie Stay, Play and Meet sessions)

#### *Late or Non-Payment:*

- From September 2017 a late payment fee charge will automatically be applied £5 to outstanding fees on the Monday after half term.
- In the event of a cheque being returned to Micheldever & Stratton Preschool marked unpaid, a £10 administration charge will be incurred.
- 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 Katy Toms.
- 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. Micheldever & Stratton 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.

#### *Notice Period and Conditions:*

- If you wish to cancel a paid day 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 notice is not given.

#### *Child leaving Micheldever & Stratton Preschool:*

- Six weeks' notice is required if a child is to leave Micheldever & Stratton Preschool
- If six weeks' notice is not received, then 6 weeks' fees will be charged in lieu of notice.

#### *Funding :*

We are registered to provide the free and Universal Extended hours entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.

For parents who receive government funding (either the 2-year old funding or when the child receives 3-year old funding) we will require documents to prove your child's date of birth, this can be their red book. 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).

#### *Care Package (Consumables Contribution)*

- We have introduced this care package to assist us in providing consumables for the children and staff during the time they are at the setting. This may be items such as healthy snacks, cooking ingredients, tissues, cleaning products, play dough, gloves, aprons, first aid items, this is not an exhaustive list. Currently 60p per half session.

#### *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 either Nicola Rae or Katy Toms in confidence immediately as it may be possible to arrange a flexible payment plan.

#### *Covid-19 (pandemic)*

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.

#### [Other Related Policies & Procedures](#)

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Admissions Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints Policy*
- *Confidentiality & Client Access Policy*
- *Covid 19 Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Equal Opportunities Policy*
- *EYPP Policy*
- *Financial Reserves Policy*
- *Food & Drink Policy*
- *GDPR Policy*
- *Information Sharing Policy*
- *LADO Policy*
- *Looked After Children Policy*
- *Organisation Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Provider Records Policy*
- *Special Education Needs & Inclusion Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2020**

**Review Date: November 2024**

**\* This policy was adopted by the committee on 27<sup>th</sup> Nov 2020**

**Signed: Katy Toms**

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 27/11/2021**

**Signature: Mrs N L Mann-Rae**

**Amendments:N/A**

**Reviewed Date: 27/11/22**

**Signature: Mrs N L Mann-Rae**

**Amendments: Removed FS policy links**

**Reviewed Date: 27/11/23**

**Signature: Mrs N L Mann-Rae**

**Amendments: Changed fee amount and consumable charge**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

**Signature:**

**Amendments:**