

## **SAFEGUARDING & WELFARE REQUIREMENT: INFORMATION & RECORDS**

### **10.12 Fees (including late & non-payment of fees and cancellation of placement)**



#### **Policy Statement**

- At St John's Playtime Pre-school we provide care and education to children aged 2 – 4 years of age. We are open for 38 weeks of the year and families can access pre-school hours as follows:
  - From 8.15am – 4.30pm, Monday – Friday during 38 weeks of term time (1567.50 hours)

The fees we charge at our pre-school are either grant funded by the government or paid privately by parents/carers. In order to ensure the financial stability of the pre-school we aim to follow a fair and consistent process for pursuing non-payment of fees.

#### **Procedures**

##### **Funding and Fees**

- We inform all parents/carers if they are entitled to funded hours and explain how they can use them.
- We encourage and actively support eligible parent/carers claiming and taking up the childcare element of the working tax credit scheme.
- We allow children to access their funded hours in our setting; either 15 hours or 30 hours (from September 2017) per week.
- We currently charge £4.30 per hour (from April 2020) to all children who aren't yet entitled to funded hours (non-eligible 2 year olds) and those children who wish to do additional hours (more than their funded hours).

##### **Payment of Fees (non-funded hours)**

- We invoice all parents/carers on a half termly basis, detailing how much they owe.
- We offer parents/carers the option to pay their fees via cash, cheque or bank transfer. Cheques should be made payable to 'St John's Playtime Pre-school'.
- We accept childcare vouchers as part-payment or full payment of fees.
- We offer parents/carers the option to pay on a weekly basis if they wish to; this needs to be agreed with our Administration & Finance Assistant and Manager. The pre-school reserves the right to withdraw this facility if weekly payments are not made.

- Each child's attendance at the pre-school is conditional upon continued payment of any necessary fees.
- Fees should be settled by the end of the second week of each half term.
- Reminders will be sent at the beginning of the third week of term if payment is not received.
- If at the end of the current half term no fee payment has been received, we will have no option but to suspend the child's place until full payment has been made. This applies to all fee paying children and funded children who pay fees for extra hours in addition to their funded hours.
- If a parent/carer cancels their child's placement during the term, the following will apply:
  - Government funded: no cancellation charge (funding cannot be transferred to another setting)
  - Non-funded: fees will remain chargeable for the remainder of the half term.
- If a parent/carer fails to pay any outstanding fees before their child leaves the pre-school we will contact the Pre School Learning Alliance, of whom we are a member, and seek advice and guidance.  
***This may result in legal action being taken to recover any outstanding fees through the County Court.***
- If additional funded hours are claimed by any children then we will check to ensure that they are being used. If additional funded hours are not being used on a regular basis by a child then we are obliged to declare this to Suffolk County Council. ***Fraudulent funding claims will not be tolerated by the pre-school.***

### **Voluntary Contributions**

- From time to time we may invite external groups into the pre-school to run workshops or activities with the children. These activities may incur a charge to the pre-school and we would therefore ask families for a voluntary contribution on these occasions. However, these contributions are not compulsory and no child would be excluded from participating due to a lack of contributions.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 21<sup>st</sup> March 2017.**

**This policy was reviewed & updated on: March 2020**

**This policy will be reviewed again on: March 2021**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory: Sean Jeffries**



**Role of Signatory: Committee Chairperson**