



## Charging and Fees Policy

### Payment Expectations for Parents

- The £20 deposit and £20 registration fee (if your child is not fully funded) is to be paid before your child begins the settling in process.
- A paper invoice will be provided at the beginning of every half term. This will have a clear breakdown of relevant payments to be made, and a total payable figure.
- All payments must be received by the end of each half term.
- It is expected that if you have any difficulty with payment, you speak with the pre-school manager or deputy at the soonest possible opportunity.
- Part payments can be made throughout the half term.
- Payments can be made via cash, cheque, bank transfer or a relevant voucher scheme.
- Paper payment reminders will be sent out to parents if full payments have not been made before the last two weeks of term.
- A final reminder will be given verbally in the last week of term if payments have not been acknowledged or received.
- If payments have not been received by the last day of term, a formal letter will be sent as soon as possible in a bid for payment to be made over the school holiday.

### Outstanding Debt Procedure

- If the following term is entered and payment has still not been received, you will be asked to only bring your child into pre-school for their funded sessions (15-30 hours per week).
- Until the outstanding debt is cleared, additional hours will be unavailable.
- Consistent liaison with the pre-school manager or deputy is vital at this point.
- If the debt has not been cleared after two weeks of the new term, the child's additional booked sessions will be offered to the next person on the waiting list.
- The child will still be entitled to receive their 15-30 funded hours per week.

### Optional Extras

- Government funding is intended to cover the costs to deliver 15-30 hours of childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- At this present time, we do not charge for any optional extras. For this reason, we therefore rely on each family to provide their child with a suitable packed lunch, nappies, wipes and sun-cream for warmer weathers.

➤ See Model Agreement: Early years provision free of charge and free childcare (March 2017)