



## 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.
- An emailed invoice will be provided a month before the beginning of each 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 commencement of each half term.
- In the event of sickness or holiday in term time, fees will still need to be paid.
- Cancellation or reduction of hours requires a month's notice in writing or payment in lieu of notice.
- 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.
- Payments can be made in cash, card payment, bank transfer or through a Tax Free Childcare Account.
- Email reminders will be sent out to parents if full payments have not been made before the beginning of the next half term.
- A final reminder will be given verbally if payments have not been acknowledged or received.
- If payments have not been received on time, we reserve the right to withdraw your child's place at pre-school.

### Outstanding Debt Procedure

- If the term begins and payment has still not been received, you may 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, at the discretion of the manager.
- 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.

### **Consumables Contribution**

- 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 charge a voluntary 'consumables contribution' of £1 per funded session (please see table below) which includes but is not limited to: morning and afternoon snack, cooking and baking ingredients, sunscreen, local trips, community festival participation and other learning and development opportunities.
- To ensure we can keep the expected voluntary contribution low, it is essential that each family provides their child with a suitable packed lunch, a contribution of fruit for snack time each week, nappies and wipes as necessary.

Funded Sessions Per Week	Funded Hours Per Week	Weekly Consumables Contribution
1	3	£1
2	6	£2
3	9	£3
4	12	£4
5	15	£5
6	18	£6
7	21	£7
8	24	£8
9	27	£9
10	30	£10

### **Late Collection Charge**

- A late collection fee of £5 per day will be charged if your child is consistently collected late.
- We define this as being collected after 3pm more than three times in one term.
- You will be emailed or spoken to to be told that your child has been collected late three times, and reminded that if it continues a £5 charge per day will be enforced.

➤ See Free Early Years Provision and Childcare: Model Agreement (March 2017, updated May 2024)

Chair Person Sign:

