



Yateley Community Pre-school

Cranford Park Drive

Yateley

GU46 6LB

Tel: 01252 861565

Fees Policy and Procedures

Aim

This policy seeks to establish an understanding and agreement between the Pre-school Executive Committee and all parents/guardians about the expectations regarding the payment of Pre-School fees.

- This policy forms part of the contract between parent/guardian and Yateley Community Pre-School

Fees

Fees are set by the Pre-school Executive Committee and reviewed every year. The fees are currently £5.50 per hour. These fees apply to all non-funded children and funded children who attend for more than 15 hours per week.

Procedure

- Fees for the agreed term hours will be charged in advance, invoiced on the first day of each of the 3 terms.
- All fees must be paid within **30 days** of the invoice date (first day of term) or the parent/guardian must set up an agreed payment plan within **30 days** of the invoice & make an instalment payment.
- If there are inaccuracies with the invoice the parent/guardian should contact the pre-school finance officer immediately.
- If, due to personal circumstances, a parent/guardian is having any difficulty in paying the fees, the parent/guardian is urged to speak to the pre-school finance office in confidence in order to come to a mutually satisfactory arrangement for the fees to be paid by instalments.
- Fees can be paid by bank transfer, cheque, cash or via childcare vouchers.
- If a cheque is returned from our bank unpaid (bounced cheque), the parent/guardian will be liable for all administration charges incurred.
- If fees are unpaid after 30 days or a payment plan has not been agreed the following will take place:
 - A reminder letter & e-mail will be sent to the parent/guardian requesting immediate payment.
 - If, no payment has been received within 7 days of the letter & email a mandatory payment plan will be put in place by the pre-school.
 - This mandatory payment plan will have a fixed administration fee of £25.00 added to the outstanding balance and will be sent in writing and e-mailed to parents/guardians.
 - If, no payment is received by the last payment plan date then:
 - The pre-school reserve the right to immediately remove the child from pre-school
 - Or immediately reduce their hours to the 15 funded hours (where applicable)
 - The pre-school may then pass the outstanding fees onto a debt collection agency. At this stage the parent/guardian shall be liable for any additional costs incurred and interest may be charged on the outstanding payment.
 - If necessary the pre-school shall take steps to recoup the fees via the courts and the parent/guardian shall also be liable for any court costs incurred.
- Places must be paid for during times of sickness, holidays and any other non-attendance. It is not possible to swap sessions when a session is missed, unless it is by prior arrangement with the pre-school manager.
- A full terms notice must be given in writing for a permanent cancellation of a session or removal of a child from Yateley Community Pre-School. Failure to provide such notification will incur payment of a full term's fees.



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- In the unusual circumstance that additional hours are requested (those above the previously agreed normal hours) these will be charged as necessary in arrears.
- Fees are non-refundable, regardless of the circumstances. Should the pre-school need to close due to unforeseen circumstances (including but not limited to adverse weather, no heating, damage to building rendering it unusable) and the pre-school is still responsible for overheads such as staff and premises costs, fees will be due throughout the period of closure.

Government funding

- Yateley Community Pre-school is registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding.
- Children are eligible for 15 hours funding the term after their 3rd birthday until he/she starts school.
- Any hours in excess of 15 hours per week are chargeable at the standard rate of £5.50 per hour.
- When a child becomes eligible for a funded place at pre-school, parents are provided with a Parent Declaration Agreement Form for completion.
- An eligible child can attend up to a maximum of 15 funded hours in any week, this can be divided between providers if he/she has more than one setting.
- Funding is for a maximum of 570 hours per year (15 hours a week over 38 weeks) and where this does not cover the full school year any additional sessions will be charged at the rates set out above.

Responsibilities

The responsibilities of the pre-school manager are:

- To ensure all members of staff have read and understood this policy.
- To ensure that any future term changes to sessions and any occasional extra sessions are communicated to the finance officer to support them in creating accurate invoices.
- To ensure that cheques and payment envelopes are directed to the Finance Officer

The responsibilities of parents are:

- To read and fully understand this policy
- To pay invoices within **30 days** of issue by any methods described in the invoice
- To speak to the Finance Officer or Pre-School Manager in confidence about any issues with paying the invoice in full within the **30 days** of issue.
- Where required reach an agreed payment plan within **30 days** of the invoice being issued and ensure payment is still in advance when the child attends the setting.

The responsibilities of the Pre-school Executive Committee are:

- To ensure that outstanding invoices are followed up and fees collected.
- To ensure that changes to fees are communicated to parents/guardians
- To validate this policy and update/change as necessary. All amendments will be identified to all members of staff and parents.

This policy was adopted at a meeting of Yateley Community Pre-School Executive Committee held on 4th December 2017.

Name of signatory: Leigh-ann Ogborne

Role of signatory: Chairperson

Signed on behalf of the Pre-school Executive committee