



## **CHARGING POLICY**

### **Fees Paid By Parents**

Fees are based on the number of sessions booked, not on attendance.

The management committee decides on the fee due per hour, this is done on a regular basis. Fee rates are not amended during a half term, and a notice period of at least ½ term is given before a fee change becomes effective. All parents will be advised of the revised hourly rates through one or more of our normal communication channels, these being via the website, on notice boards, in the regular newsletters or in writing to each parent.

The hourly rate for parent paid fees covers the childcare we provide and consumables e.g hygienic wipes, non-essential PPE.

Charges for additional services may apply, these are agreed or notified to parents in advance. If charges are made for trips these will be agreed prior to the trip taking place.

If a child is not collected 10 minutes after the end of the session, parents will be invoiced £5 per additional 10 minutes from then on. Please refer to our late collection Policy.

We do not charge a deposit or registration fee for a place when a booking is made.

### **Invoicing**

Fees for new children joining the Pre-school will be issued on their first day of attendance. Fees for existing children on our register will be issued at the beginning of each half term. All invoices are issued for the full half terms and are emailed to parents the Friday before the start of each half term.

All invoices are itemised and provide clear information regarding the charges as agreed in the parents contract. Invoices are provided to all parents on a half termly basis. The invoices allow the parents to see the government entitlement due for their child and also highlights any additional fees that may be applied - ie charges for consumables etc when due.

### **Payment of Fees**

All fees are payable within 7 days of receipt. Fees continue to be due until a place has been cancelled in writing (4 weeks notice is required) regardless of attendance. Our fee rates are as advertised on our website and are advised to parents when an enquiry is made for a place. Sometimes there can be a time lapse between an initial enquiry and a child starting at the setting, we will endeavour to ensure that those parents will be advised of the latest fees due.

## **Non-payment or Delayed Payment of Fees**

If fees are not made by the 7<sup>th</sup> day a reminder will be issued to those parents asking them to ensure that fees are paid within the following 7 days. If fees have still not been paid by the 14<sup>th</sup> day a further reminder will be issued advising the parents that their child's place will be cancelled should the fees not be paid within the following 7 days. Whenever practical a member of staff, or the treasurer will try to speak to the parent concerned.

If no payment has been made, or any other arrangement made for the payment of the fees, the child's place will be cancelled, and the parents advised.

The Pre-school does reserve the right to pursue those fees due prior to a place being cancelled because of non-payment.

The Pre-school does appreciate that some parents might find it hard to pay fees in one amount, and therefore, does accept payment by instalments subject to certain conditions. These conditions are :-

- All payments by instalments must be made by prior arrangement.
- All instalment arrangements should be based on a practical and manageable principle to suit the needs of the Pre-school and the parents.
- Any failure to maintain the instalments will result in the total remaining fees being payable in full.
- Any change to the instalments must be agreed by the Pre-school.

In the event of a debt occurring through non-payment of fees the management committee will decide on what further action should be taken, this may include pursuit of the debt through the county courts. The management committee reserves the right to apply administration fees to any debt to cover the additional work involved.

## **Government Funded Places**

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of high quality, flexible childcare only. It is not intended to cover the cost of snacks provided, consumables or additional services.

Families that claim a government funded entitlement will be charged for the food consumables/snacks we provide and non-food consumables, eg hygienic wipes, non-essential PPE.

The charge for food consumables/snack is 25p per session for all children, funded and paying.

We have a voluntary charge for Non-food consumables of £1.70 per hour.

If you are unable to pay the non-food consumable charge please speak with the Manager or admin to discuss alternative options. The alternative options may include reduction in amount per hour for a period of time.

## **Funding for Children**

Government funding is currently available to all children in the term after their 2<sup>nd</sup> birthday, within our setting. The Pre-school will provide the necessary claim form to each parent at the appropriate time in order for this funding to be claimed. Claim period start dates are 1<sup>st</sup> April, 1<sup>st</sup> September and 1<sup>st</sup> January.

Government funding is intended to cover the cost of the 15/30 hours a week of high quality, flexible childcare and is not intended to cover other costs such as snacks, or additional services.

The funding will be delivered consistently so that all children accessing any funding will receive the same quality and access to the provision. regardless of whether they opt to pay for additional services or optional hours. The funding is offered free, and parents will not be charged for any difference that there may be in the future between the amount received from the Local Authority and our current sessional rate, at present our normal sessional rate is less than that received from the Local Authority.

The number of hours available for (3 year old children) funding are governed by the local authority, and at present are up to 30 funded hours per week during term time.

Government Funding may not cover child absences for long term or regular illness and is reviewed on an individual basis. When a parent has claimed the government funding for their child but their child is absent, the Pre-school may have to make an adjustment to the funding claim via the normal claiming portal. All fees lost in this manner are invoiced to the parents at our usual sessional rate.

The Pre-school will ensure that all claim forms are properly completed and that all the paperwork required by Norfolk Children's Services is completed in a timely and accurate manner. The Pre-school is responsible for making any adjustments to funding based on the information provided by the parents.

## **Funding for Children Aged 2**

The Pre-school does offer a few places for children aged 2, these places are individually offered to children depending on the view of the Manager as to whether to child will be able to settle within the setting with the mixture of different ages. We do take children who qualify for the 2 year funding and these places are available when the Pre-school register allows and are subject to the eligibility of the child being verified.

The Pre-school will ensure that the parent completes the appropriate claim form, and that any claim is submitted to the appropriate authority for payment within the required timescales and procedures.

This funding is also subject to the same adjustments for child absences and all other criteria as those stated in the '3 and over' funding section above. These places are also subject to the fee for food consumables of 25p per session and non-food consumables of £1.70 per hour.

**Families wishing to terminate or reduce their child's place at the Pre-school must give 4 weeks notice in writing. Fees will continue to be due during the notice period.**