

## Neatishead and Barton Pre-School

### Charging & Non-Payment Policy- Sept 2021

#### Funded places

Children are entitled to a funded place for **15 hours per week** from the term after their 3<sup>rd</sup> birthday. Sessions are available from **8.45am until 2.30pm**, Monday to Friday. The pre-school is open term-time only, and is closed for school holidays, bank holidays and extreme weather conditions. If you wish your child to attend for more than their 15 funded hours, fees will be chargeable.

#### The three cut-off dates for the end of a school term are:

31st August - for birthdays from 1st April to 31st August, funding begins in September.

31st December - for birthdays from 1st September to 31st December, funding begins in January.

31st March - for birthdays from 1st January to 31st March, funding begins in April.

The Pre-school is able to accept two-year-old funding.

#### "Rising 2" sessions

We are sometimes able to offer a settling in session prior to your child starting. These are booked in advance and operate from 9am until 10am where your child can play outside with their parent/adult attending. These sessions cost **£3.50** each and give the children the opportunity to interact with the outside provision and meet the other children and staff. It also gives parents the chance to chat to staff about the daily routines and expectations. Each child will be offered a maximum of two Rising 2 sessions.

#### Extended hours

Should you wish to extend your child's day, lunch and afternoon places can be booked in advance. Lunch and afternoon places are open for every child except for 'rising two'. All parents will need to fill in a form prior to the extended hours being offered.

#### Times and prices

**Morning 8.45-12.00                      £20**

**Lunch    12.00-1.00pm                £23**

**Afternoon 1.00-2.30pm                £25**

### Notice of increase in fees

If we need to increase prices, we will give notice of one month.

### Payment terms

Fees are due every **half-term**. The Treasurer will provide an invoice which is emailed directly to parents/carers and it informs parents/carers of the amount of fees due. Fees should be paid immediately and at least within 14 days of receipt of an invoice. If a parent/carer is unable to pay the fees within that time, they must advise the Treasurer and provide a reason. In exceptional circumstances the Pre-school may agree to a payment plan. This is agreed between the parent/carer and the Pre-school specifying the dates and the amounts to be paid. If the plan is not followed by the parent/carer then the Pre-school will implement its policy on late payment of fees. We do not accept cash payments. All fees need to be paid either via bacs or government voucher schemes.

### Late Payment of Fees

If fees remain unpaid for more than one half-term or an agreed payment plan is not followed, then Pre-school have the right to carry out any of the following actions as appropriate:

- Pursue the matter in the small claims court
- Restrict the attendance of the child

### Late pick up

If on more than one occasion your child is picked up later than **10 minutes** then you will be charged a **£5.00 fine**. This is because staff ratios may be affected, staff cannot get on with cleaning and setting up for the following day or staff cannot start an activity with the remaining children. Please speak to the supervisor if you have ongoing problems picking your child up at the agreed time.

### Payment methods

We are able to accept the following payment methods:

- Payment directly into the Pre-school bank account (BACs)
- Childcare vouchers

### Cancellation policy/Illness

Once you have booked a paid place, you are obliged to pay, **even if your child does not attend for any reason**, including illness and holidays. This is because your child's place will have been kept open and the pre-school will still have to employ and pay staff and cover all bills.

#### **Unavoidable closure of pre-school**

Fees are still payable **even if the setting has had to close suddenly** e.g extreme weather or loss of power. If the pre-school has to close for an extended period of time (more than a few days) then the pre-school will investigate whether the invoice covering the period of closure can be frozen. (e.g closure due to lockdown/ coronavirus). The manager will notify all parents via email, telephone and on our Facebook page if there has to be a sudden closure.

#### **Notice period**

We require **notice in writing** if your child will be leaving during term time i.e before the end of the half term has been reached. We ask that parents give **half a term's notice** so that this place can be offered to another child. Parents will still receive and expect to pay their invoice for the half term even if their child is leaving before the end of it.

