

PAYMENT OF FEES POLICY

Statement of Intent

It is our intention to make our setting accessible to children and families from all sections of the local community. This policy is drawn up in accordance with the Early Years Education Funding for Hampshire.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

How to book your child's hours:

Booking Contract Forms are sent out towards the end of each term via online form (text) to ask you to confirm the hours you would like your child to attend the following term.

From the term after a child's 3rd birthday (depending on the exact date of the birthday) fees are paid for by the Free Entitlement (Government Grant) up to 15 or 30 hours a week. If your child is not eligible for Government Funding, or you take more than your 15 entitled hours (unless in receipt of 30hr funding), an invoice will be sent to you.

In some cases, 2 years olds may be funded should they meet the requirements set out by the Government. Further information regarding eligibility for this is available on our website, following the link for Childcare Choices.

If your child is funded:

If your child is entitled to Government Funding for either 15 or 30 hours, you will then receive a Hampshire Funding Form to complete, which confirms the number of hours you wish to take, as well as hours required at any other settings and all other relevant details, including date of birth etc...

The grant is then paid directly to Preschool.

'Top up' fees are not charged by the Preschool for a session where the grant value per hour is lower than Preschool's fee per hour.

In the event of the grant covering fewer weeks than our term, parents will be notified the term before (via the Booking Contract Form) that they will be billed for any extra weeks not covered by the grant. Parents then have the option of whether they wish their child to attend preschool during these weeks.

Impstone and Cherry Trees Preschool is not obliged to offer all 15/30 hours. We will try to offer as many as possible, but high numbers do not always allow this.

Fees

Invoices are sent out at the beginning of each month. Fees are payable in advance, monthly.

Our current hourly rate is available on our website - www.impstoneandcherrytreespreschool.co.uk

Sessions times are available on our website or on the Booking Form.

Payments can be made by cheque, cash or via BACs and payment is usually requested within 10 days of the date of the invoice.

If any parent/carer encounters difficulties meeting the costs, please speak to Preschool and we will do our best to work out an alternative payment arrangement.

If payment is not forthcoming, a letter will be sent requesting payment in full within 10 working days of the date sent. If there is no response to this, we shall pursue fees owed via the small claims court. Parents will also be asked to remove their child until any outstanding fees are paid. Any child receiving grant funding, will only be able to remain for their funded hours.

If you are in receipt of various benefits, you may be eligible to help towards the cost of your fees. Please visit our website for a link to the 'Childcare Choices' website which will give you more information.

As sessions are pre-booked, your child is assured a place, however this means that all absences due to illness, holidays etc. must be paid for. If there is a problem which results in long-term absence, we will do our best to help.

The Preschool is closed on all bank holidays and specified inset days where no fees are collected for these days.

If the preschool has to close due to poor weather conditions or other emergencies, fees already paid, not including grant hours, may be deducted from your next invoice.

General Session Information

We will on occasions and at the discretion of the manager - and available space - allow sessions to be swapped to another day that week. Occasional extra sessions or lunch clubs (if space allows) will be invoiced in the next month if not part of your government funded hours.

Should there be spaces available, sessions booked may be changed partway through the month or term.

Please read the declaration carefully before you sign it. This system has been introduced to ensure that all parents are in agreement with the sessions allocated to them and committed to honour payment.

Impstone and Cherry Trees Preschool reserve the right to terminate this contract without notice in the event of unsuitable behaviour from parents or non-payment of fees.

The Preschool reserves the right to amend the terms of this contract by giving half a terms notice.

