

Safeguarding and Welfare Requirement: Information and records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.13 Payment and Collection of Fees

Policy statement

This policy details the procedures for payment and collection of fees.

Procedures

Booking a place

- In order to secure a place for a child at Fairford Pre-School an Application to Joining form is completed and given to the Administrator who will place the child's name on the waiting list for the term they are due to start at Pre-School. If the child is to start straight away the parents will be asked to fill in Registration form and Terms and Conditions form. A voluntary £20.00 non-refundable deposit is requested from all new starters and this goes towards a t-shirt, welly bag and book bag.

Hours of opening

- Morning sessions run from 8.45 am until 11.45 am, lunches are from 11.45 am to 12.45 pm and afternoon sessions run from 12.45 pm to 3.15 pm. Early starters can arrive at 8.30 am for a cost of £2.00 (if the free funding does not apply).
- We are open for 38 weeks a year. We have school holidays and staff development/inset days similar to Fairford Primary school. The holidays and staff development/inset dates are published to parents at the beginning of the academic year.

Early years free entitlement

- We are registered to receive the free early years funding entitlement from Gloucestershire County Council. Parents are able to use their funding at any registered setting but a maximum of two settings.
- Free funding can be claimed for a total of 38 weeks which covers the academic year and takes into account bank holidays, normal school holidays, and staff taking five development/inset days per year.
- Children receive funding from the funding period following their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August. The

Administrator will print and prepare the funding forms with the details of attendance for each child at the beginning of each term. These need to be checked carefully by the parents and any details of other settings attended by the child noted on the form by the parents. The parents will be asked for their national insurance number and date of birth to see if their child is eligible for any extra funding (pupil premium).

- If a parent is unable to access their entitlements in the correct way they should make a complaint to Family Information Service, 0800 542 02 02.
- Each child is entitled to 15 hours per week but there is no guarantee that your child will be able to have the full 15 hours at Fairford Pre-School as the hours which a child is offered are dependent on the number of sessions available.

Fee Paying Children

- Children who are not entitled to funding (due to their age) or who have exceeded their funding allocation will be charged fees at £4.50 per hour (from September 2017) and £2 for the 15 minute 8.30 to 8.45 am start.
- Fees are payable on a termly basis and each school year consists of six terms. Parents are notified of the required fees at the start of each term with an invoice prepared by the Administrator. A copy of the letter sent to parents is kept on file until payment is made. Receipt of fees is noted on the letter and a copy given to parents. The other copy is filed with the annual accounts. Payment can be made on-line using the details provided directly to our bank account or alternatively by cash or cheque and should be returned to Pre-School as soon as possible and within 2 weeks of the start of term. Fee payments are checked by the Administrator and entered onto the accounts spreadsheet. Cash fees are to be posted into the Fees box in the foyer. Any fee envelopes in the Fees box are opened with another member of staff/committee member and a receipt written and note made in the petty cash book.
- Any family in financial need may pay fees on a weekly basis with the agreement of the Administrator/Treasurer. The fees must be paid at the child's first session of each week and need to be placed in an envelope and handed to a member of staff who will inform the Administrator that they have been received.
- Some employers offer schemes where fees can be paid through them and we are normally able to accept payment under these schemes. We currently accept payment with Sodexo childcare vouchers, Imagine Co-operative childcare vouchers, Leapfrog, Care 4, Accor, Edenred and Kiddi

vouchers in lieu of payment of fees. The details of some of these schemes are listed on our website or the Administrator can email parents with the details as required.

- We have also signed up to the new tax free childcare government scheme and can receive payments through this.
- However payment is made, fees are payable regardless of whether your child is able to attend or not ie. holiday or illness and refunds will not be made. In exceptional circumstances the management team and committee reserves the right to review any case of an absence lasting longer than 10 days due to holiday or sickness, and we ask that parents write to the Manager/Chair in this case. We also ask that 4 weeks notice is given before withdrawing your child from a session. If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of the free early years funding. Please see the Terms and Conditions agreement for further information.
- If a child starts mid-term the fees will be calculated and adjusted accordingly by the Administrator.
- Fees will be reviewed at the Committee's discretion with any increase being applied in the September term. Notice will be issued to parents prior to this.

Additional events – parties etc.

Throughout the year there are events which mean the normal session will not run. Children who normally attend on these days will still have funding claimed. Children who do not normally attend on these sessions will be invited at no extra cost for the period of the event. Children who pay fees will still be charged as if they were attending a session for the same time period. At other times after committee discussion parents may be asked for a voluntary donation to attend a session for a special occasion.

Closures in exceptional circumstances

In exceptional circumstances the Pre-School may have to close eg. no heating, no access to the site due to snow/ice. Wherever possible notice will be given to parents via email, Facebook page or website. Please see our Terms and Conditions for further information regarding refunds of fees.

Late collection of children

With regard to the late collection of a child from a session we reserve the right to charge £4.00 after the first 15 minutes a parent is late and for every 15 minutes thereafter.

Non payment of fees

- Non payment of fees will be dealt with promptly following our Debt Management policy and all arrears will be paid before commencement of the next term.
- Persistent non payment will mean loss of place and any siblings who may wish to attend in the future may be refused a place.

This policy was adopted at a meeting of	Fairford Pre-School	name of setting
Held on	<hr/> 13.12.12	(date)
Reviewed	<hr/> 16.5.17	
Date to be reviewed	<hr/> 16.5.18	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	<hr/>	