



FEE AND PAYMENT POLICY

Long Bennington Pre-School

Registered Charity: 1157300

Policy statement

As a community resource which is committed to childcare, we aim to keep our fees affordable and competitive and at such a level that we can provide childcare of the highest quality. Fees are reviewed annually to ensure that we continue to meet our objectives.

As a registered childcare provider, we are in receipt of early years education funding (EYE) for eligible two, three and four year olds. Where funding is not received, or extra hours are required in excess of funded hours, then fees are payable to Long Bennington Pre-school.

1. Rates: All three and four year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. An additional 15 hours of funding is available to eligible parents and some funding is also available to some 2 year olds who meet the eligibility criteria. If parents choose to use funding at Long Bennington Pre-School they are requested to inform us to make the application on their behalf. If parents wish their child to attend for additional hours they will be charged according to the Pre-school rates.

Children who are 3 between:	Will become eligible for 15 hours funding from:
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

2. Invoicing: Fees will be invoiced monthly in advance. Payment is due within 7 days from receipt of invoice, or the invoice date if later, unless an alternative arrangement is agreed with the Pre-school Committee.

3. Payment: can be made in cash or by cheque. Cheques should be made payable to Long Bennington Pre-school. Alternatively, parents may choose to pay fees directly in to our bank account. The details of which are:

Barclays Bank Plc

Account number: 03190501

Sort code: 20-50-21

Parents are requested to use their child's name as reference for any payments made in this way. For dishonoured cheques/payments, bank charges apply, which will be added to the amount of the fees sought from the parent. In these instances, the Pre-school reserves the right to add on any other reasonable costs incurred in seeking payment.

Tax Credits Long Bennington Pre-school is registered with Ofsted, therefore where appropriate parents/carers are able to claim Child Tax Credit or Universal Credit. Details are available upon request.

Childcare Vouchers Long Bennington Pre-school is registered with Accor, Computer Share, Fideliti and Busy Bees and accepts childcare vouchers. Details available upon request.

4. Outstanding fees: If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

- a. After 7 days parents will receive an informal written reminder that fees are outstanding.
- b. If, after a further 5 days, parents have still not paid their fees, they will receive a formal written reminder and an additional charge of 5% of the outstanding amount will be added to the bill.
- c. Should fees continue to be unpaid, we may, regrettably, be forced to offer the child's place to another on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.

If the parent has contacted us already to make alternative arrangements, allowances can be made.

d. We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation [Late Payment of Commercial Debts (Interest) Act 1998] if we are not paid according to agreed credit terms.

5. Notice: We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. Four weeks written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

6. Refunds: No refund is made for sickness or absence from the Pre-school

7. Closure: In the event of the Pre-school being forced to cancel sessions, the Pre-school will endeavour to give as much notice as is reasonably possible. The Pre-school reserves the right to offer replacement sessions in lieu of refunds.

8. Fee Increase: Fees are reviewed annually and so any increases will only occur once during the year. Any such increase will be notified by the Pre-school at least one month in advance of the increase being applied.

9. Late Collection: The Pre-school arranges staffing to cover normal hours and seeks to recover those and all other costs through the normal fee arrangements. That staffing does not provide cover outside the normal working hours of the Pre-school. Whilst the Pre-school seeks to provide some cover in emergencies, an additional fee will be charged if children are persistently picked up late.

This policy was adopted by Long Bennington Pre-school

On 4th March 2019

Date to be reviewed March 2020

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director, owner)