



Fee Policy

Date agreed: January 2020

Date of next review: April 2020

Policy statement

At Hawkshead Community Pre School CIC, we are committed to equal opportunities for everyone, ensuring it is accessible to all families in the community, whilst providing high quality care and education. Whilst we aim to keep fees as competitive as possible, in order to maintain sustainability, quality of care prices, for it to be possible to pay staff according to their qualifications and experience and to meet rising costs of services etc, we carry out a review of our charges on an annual basis. Should it be deemed necessary to increase the fees, you will be given a minimum of one month's notice. We recognize that families have differing needs and therefore endeavor to meet the individual needs of all families.

Current Fees:

- **Breakfast Club:** £3.50
- **Pre School Hourly Rate:** £4.75
- **After School:** £5.00 1 hr session
£8.00 2 hr session
£14.00 children from the same family attending 2 hour session

Procedures

- Parents/Carers are notified of the required fees on the last day of the month by means of an invoice. Fees are payable monthly. If for reasons such as end of term invoices or long month invoices are done differently, parents will be notified by email.
- Fees need to be paid by or on the dates specified on the invoices otherwise a late payment charge of £5.00 will be incurred. Our preferred payment method is by bank transfer, all bank details are listed on the individual invoices.
- Holidays taken in term time will incur normal session fees.
- Flexible funding up to 15 hours a week is available for our 3 and 4 year old children, the term following their 3rd birthday. If a child is accessing more than their entitlement, then additional hours will be charged for.
- Flexible funding is available for some 2 year old children, the term following their second birthday. If a child is accessing more than their entitlement, then additional hours will be charged for.
- Receipts are only issued if requested.
- Hawkshead Community Pre School CIC is registered to receive childcare vouchers. Our current schemes are Eden Red, Fideliti and Care 4.
- Hawkshead Community Pre School are registered with the Government's tax free childcare facility. Parents can search for the pre school using our full name.

Collections/Debt Recovery

- Fees should be paid by or on the date specified on the invoice.
- If fees are not paid by the due date and parent/carers do not advise Hannah Monkman or Sarah Taylforth, then a £5.00 late payment fee will be passed on.
- If payment is not made within this timescale a polite email reminder will be sent to the parent/carer and payment should be received within 7 days of this letter via our Xero system, this is done automatically from bank feeds.
- If fees continue to be outstanding the parent/carer will be sent a formal written letter asking for fees to be paid within 7 days upon receipt of the letter.
- If fees continue to be outstanding the parents will be informed that their child's attendance will be refused until the outstanding fee is paid. Any child who is receiving Early Years Education Funding will be able to remain at pre school for their funded hours only.
- Children will not be allowed to attend the wrap around care facilities until the outstanding debt is cleared.
- Should a problem arise concerning payment of fees parents should speak to Hannah Monkman or Sarah Taylforth as soon as possible to enable the pre-school to come to an agreement regarding payment. Confidentially will be assured.
- Our aim is to promote positive action to prevent arrears occurring by providing a range of payment methods. However, the Pre School will consider enforcement action against deliberate non-payers of those who delay payment.

Unpaid cheques

It is preferred that parents do not pay via cheque as we now have no local paying in facility.

- When an unpaid cheque is received a standard letter (1) will be sent to the payer. If this letter does not result in payment then a second letter (2) will be sent, incurring a £10.00 charge.
- A second cheque will not be accepted as a replacement for the unpaid cheque.
- No cheque payments will be accepted from parties who have previously paid with unpaid cheques, only cash or bank transfer payments will be accepted.

This policy was adopted by

Hawkshead Community Pre
School CIC

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

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

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