

Organisation

Fees Policy

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 to the highest quality.

Fees are reviewed annually in September to ensure that we continue to meet our objectives.

As a registered childcare provider, we are in receipt of nursery education funding for all 3 and 4 year olds. Where funding is not received, or extra hours are required in excess of funded hours, then fees are payable at the Preschool.

This Policy was adopted at a meeting of Wellow Under Fives Preschool

Held On	6 th December 2011
Date to be reviewed	December 2012
Signed on behalf of the management committee	
Name of signatory	Rob Blakemore
Role of signatory	Chairperson

Procedures

Payment of Fees

Preschool fees are payable half termly in advance. Fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason, in order that we may reserve your child's place.

Failure to pay fees on time and in full could jeopardise your child's place and continued non-payment may result in your child's place being withdrawn in accordance with the procedure detailed under 'Late payment and non-payment of fees' below. Fees may also be charged if you are late in picking up your child and we have to pay staff overtime to look after your child.

Fees are invoiced half termly and are payable either in cheque or cash form within 10 days of billing.

Please note that Parent/Guardians will be expected to pay any bank charges incurred by the Preschool as a result of their cheque being unpaid. If a cheque is unpaid, then Parent/Guardians will be expected to settle all future fees by cash.

Late Payment and Non-Payment of Fees

As a registered charity with limited funds at our disposal, we expect all Parents/Guardians to assist us in the smooth running of the Preschool by ensuring that all fees are paid promptly within 10 days of the invoice being issued.

Obviously, we appreciate from time to time, unforeseen circumstances may occur which result in the late payment of fees. This is why as a considerate organisation, we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

Stage 1 – If payment is not made within 10 days of the invoice being issued, a representative of the Preschool will request an informal discussion with the Parent/Guardians to ascertain when fees are likely to be paid as they will be receiving the next half term's invoice soon.

If fees are paid in accordance with the payment plan agreed with the Preschool, then no further action will be taken. If not:-

Stage 2 – The Treasurer or other member of the Management Committee will write to parents requesting payment by a specific date and inviting the Parents/Guardians in for a further discussion if they are unable to make payment by this date.

If a payment plan is subsequently agreed, then this will be confirmed in writing to the Parent/Guardians who will also be asked to sign and return a Payment plan.

If no payment has been forthcoming, or a payment plan has not been agreed by the end of the second month then:-

Stage 3 – The Treasurer or other member of the Management committee will write to Parents/Guardians requesting payment /part payment by a specific date and a more formal meeting to discuss the situation otherwise their child will no longer have a place at the Preschool.

If no payment at all has been forthcoming by the specific date nor a payment plan agreed in writing (as detailed in Stage 2 above), then:-

Stage 4 – The Treasurer or other member of the Management Committee will write to Parents/Guardians confirming that their child no longer has a place at the Pre-school because of their non-payment of fees* and that the Committee reserves the right to take further steps to recover the unpaid fees and any associated costs if there are no extenuating circumstances to the contrary.

- Please note that where there are arrears and a child begins to receive government funding, we shall take advice from appropriate outside agencies such as the Early Years Child Care unit, Children’s Links and the Pre-school Learning Alliance before taking any action.