



Policy Statement

Burham pre-school is a registered non-profit charity and therefore relies heavily on the prompt payment of pre-school fees to cover overheads such as rent, staff wages, insurance etc. However, we do appreciate all families are different and we have therefore devised this policy to make sure all parents/careers are aware of our fee payment procedures/expectations.

This fees structure will ensure that everyone fully understands our charging procedures. Our fee structure covers all term time sessions for 38 weeks per year.

Session Fees

Our payment details are as follows:

Fee's for all children cost £14.50 per session (2.5hrs)

Fee's for lunch club session £4 (35mins)

Fees are reviewed annually and parents will be informed of any increase in fee's in writing at least one term in advance.

Payment of Fees

An initial deposit is collected at the time of your visit to pre-school of £20 to hold a child's space. This money will be refunded on your first invoice once children have started in the setting. If for any reason your child does not start in the setting this deposit is kept to cover administration costs. (FF2 children will not be required to pay a deposit)

Invoices are issued at the beginning of each term with details of how fees can be paid. Fees must be paid in advance at the beginning of the term or at the latest by the date stated on the invoice.

Fees can be paid via BACS (with child's name as reference), or cash (in a named envelope with details of the exact payment). We will only accept cash payments of £50 or less and this payment must be handed directly to the supervisor or deputy, you will need to be prepared to wait until the payment can be checked and a receipt written immediately. Cash payments **will not** be accepted unless you can wait for it to be checked and verified.

It is beneficial that children attend regularly as once your child has been allocated a session (including lunch sessions) and you have accepted that space, you are required to pay in full for those sessions even if your child for whatever reason (illness, isolation, holiday, day out etc.) is absent.

Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be offered an alternative session. Should closure need to take place part way through a session, a refund will not be given in this instance. Should this closure be for more than 1 or 2 days the pre-school will carry over paid fees towards the next terms invoice. Fees will not be charged if the setting is closed for more than a week due to circumstances beyond our control. Any parent that has not paid their fees will be expected to pay all outstanding fees up until the date of closure.

The supervisor allocates all spaces, if you wish to reduce your sessions part way through a term you may still be charged for the full term. However, if there are exceptional circumstances for absence or changes to sessions the supervisor/committee can use their discretion to agree an appropriate payment plan.

Payment Plans

In the event of a problem paying pre-school fee's parents/carers should speak with the Supervisor (Tracey) who, along with the committee will agree a payment plan between the pre-school and parent/carer detailing the dates and amount to be paid. If the plan is not adhered to by the parent/carer then pre-school will implement its policy on the late/non-payment of fees.

Late Non-Payment of Fees

Fees should be paid at the latest by the date stated on the bottom of each invoice, if payment has not been received by this date a 1st reminder will be issued via e:mail and text message.

If fees remain outstanding for more than 7 days after the reminder and the parent has not spoken to the supervisor then pre-school reserve the right to undertake any of the following actions as appropriate:

- Charge a penalty of £10 per week until full payment is received
- Children in receipt of free early education will be unable to access any additional fee-paying hours (such as lunch club) until outstanding fees are settled.
- Withdraw the child's place from pre-school until outstanding fees are paid
- Legal action will be taken to recover the amount owed if not other alternative can be reached.

Parents/carers will be advised of any late payment procedures in writing and the supervisor and committee are willing to discuss all options available to make sure the child's best interests are being met.

3-Year-Old Government Funding

3-year olds are entitled to Nursery Education funding from the term **after** their 3rd birthday. The funding available is 15 hours (6 sessions) per week for 38 weeks per year.

In line with KCC delegated conditions we are registered as a **session** setting, which means that government funding for 3-year olds can only be claimed per session not at an hourly rate. (2½ hr blocks). It **cannot** be used to cover lunch Club sessions.

To obtain funding parents must complete and sign an attendance declaration form for each funding period and produce a copy of their child's birth certificate at the time of registration. They must also be registered at the pre-school and attending sessions from head count week at the beginning of each term.

Children joining the setting after headcount week will not be eligible for funding until the following term and will therefore be expected to pay pre-school fees for their place until funding can be acquired.

