



Policy and Procedure for the Payment, Collection and Non-payment of Fees

- Fees are payable on a termly basis.
- Parents are notified of the required fees at the start of each term by invoice.
- The invoice clearly shows the amount payable and the date due.
- Payment in bank transfer, cheque or by childcare voucher scheme is our preferred method of payment.
- Cash payments can be made by prior arrangement with the Administrator.
- All payments should be returned to Pre-school in a sealed envelope marked clearly with your child's name and amount enclosed. Payments should be posted into the administrator's box.
- Fee payments are checked by the Administrator and paid to the bank.

As an Ofsted registered pre-school, we receive government funding for the 2, 3 and 4 year old children enrolled in our setting.

The three terms are fixed by the government, and actual school term dates do not affect children's eligibility. The government defines the relevant dates as follows:

- 1 September to 31 December – eligible for funding from Spring term
- 1 January to 31 March – eligible for funding from Summer term
- 1 April to 31 August – eligible for funding from Autumn term

Parents are free to use their funding at any registered setting.

Children in receipt of funding are entitled to use their weekly entitlement for 38 weeks a year, during term time only.

Please refer to our Timetable for our operating hours.

Our term dates are similar to local primary schools' and are published to parents and available on request.

Where the child is not yet in receipt of funding, fees will apply. Please refer to our Timetable and Chargeable Hours Schedule.

Fees also apply for additional sessions over and above funded sessions, lunch clubs and after school sessions.

Some employers offer schemes where fees can be paid through them. We are normally able to accept payment under these schemes and already accept payment through some services. The Administrator will, where possible, set up an account with any childcare voucher scheme used by a parent/carer of a child within the Wendover Pre-school.



However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. We will not refund fees for days when the pre-school is closed for reasons beyond our control i.e. weather.

We also ask that 4 weeks notice is given before withdrawing your child from our sessions.

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 funding.

Late or Non-payment of Fees:

- To ensure the viability of the Pre-school in respect of monetary issues, all fees must be paid or an agreement in place by the end of each term.

Late payment of invoices will incur a charge of 50p per day.

- It is however our intention to be sympathetic to the needs of your child/ren when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.

Difficulty with Fee Payment:

- If a parent/carer has any problems regarding the payment of fees, they must immediately contact the Pre-school Leader, administrator or Trustees before fees mount up.
- In the event of a personal crisis and in exceptional circumstances, the Preschool may consider an option of instalments or alternative funding. This will only be approved after consultation between the parent/carer and the Trustees.
- Fees are payable by the date specified on the bill. Unpaid fees have a detrimental effect on the Pre-school and must be resolved.
- A written reminder letter for unpaid fees will be issued as soon as possible after the payment date has passed. We will allow a maximum of 2 weeks to settle the fees due.
- A second written reminder letter will be sent at the end of those 2 weeks following the letter above. We will allow a further week to settle the fees due. If non-payment persists, and no arrangements have been agreed and accepted by both parties, we reserve the right to withdraw the child(ren)'s place from the Pre-school. **Such action would only be taken after full discussion with the parent/carer and after one week's written notice.**

In the continuous absence of payment in full, action will be pursued through the English Legal System.

Fees will be reviewed at the Trustees discretion.

THE WENDOVER PRE-SCHOOL

TIMETABLE FOR FUNDED / CHARGEABLE HOURS SEPTEMBER 2018 – AUGUST 2019



Funded and chargeable hours for eligible children (2yr old funding, 15 hours funding, 15+ hours funding)

Monday	Tuesday	Wednesday	Thursday	Friday
9am-12noon funded hours	9am-12noon funded hours	9am-12noon funded hours	9am-12noon funded hours	9am-12noon funded hours
12-12.30pm lunch club £3	12-12.30pm lunch club £3	12-12.30pm lunch club £3	12-12.30pm lunch club £3	12-12.30pm lunch club £3
12.30-2.30pm funded hours	12.30-2.30pm funded hours	12.30-2.30pm funded hours	12.30-2.30pm funded hours	
2.30-3pm £3 charge	2.30-3pm £3 charge	2.30-3pm £3 charge	2.30-3pm £3 charge	

Children eligible for 2yr old funding/15 hrs funding can access those hours across 5 mornings or a combination of morning and afternoon funded sessions (optional lunch club, to join funded sessions, charged at **£3** daily). All sessions are subject to availability - please see admissions policy. Extra sessions may be available - see charges below. *(Please note that a nutritionally balanced, healthy packed lunch must be provided for children attending lunch clubs).*

Children eligible for 30 hours funding can access up to 23 of those hours at WPS (optional lunch club, to join funded sessions, charged at **£3** daily). Remaining hours may be used with another provider. All sessions are subject to availability - please see admissions policy.

Government Funding covers the provision of the Early Years Foundation Stage. Funding does not cover consumables. A **£25** consumables subsidy will be requested from all funded children (each half term). If you are **unable** or **unwilling** to make this payment please let us know. In this instance you will be asked to provide daily snacks for your child and supply a shopping list of consumables.

All other charges will be charged at an hourly rate of £6 / hour.

Charges may be incurred for late collection of children at a rate of £6 / hour pro rata.

Charges for children not yet eligible for funding (consumables subsidy included in fees)

Monday	Tuesday	Wednesday	Thursday	Friday
9-12noon £16	9-12noon £16	9-12noon £16	9-12noon £16	9-12noon £16
12-12.30pm lunch club £3	12-12.30pm lunch club £3	12-12.30pm lunch club £3	12-12.30pm lunch club £3	12-12.30pm lunch club £3
12.30-3pm £13	12.30-3pm £13	12.30-3pm £13	12.30-3pm £13	

(A £25 refundable deposit is required to secure your child's place at WPS. This is payable on acceptance of a place on our registers. This deposit will be refunded within the first half term)

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