

10.15 Fees & Non-Payment of Fees Policy, and Termination of Place Notice Period.

Statement of intent

It is our policy that all fees are paid termly in advance unless otherwise agreed with the pre-school. It is our policy to pursue all unpaid fees through the county court for the recovery of the pre-schools money.

Aim

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

Methods

In order to achieve this the pre-school will:

- at induction fully inform parent / carer of the fee and payment structure;
- Fees/Funding Policy as per our prospectus;

The government now provides funding for all children from the beginning of the term after their third birthday. However, please note that if your child is three after the 31st March and before the Easter Break they will not be funded until the autumn term. We will issue you with a Hampshire County Council Funding form the term before your child is funded, this form is then used until the end of the school year. Hours can be amended before the beginning of a new term if necessary and if there is availability. Where possible this form needs to be completed at pre-school, should the form need to be taken home, it MUST be returned to us by the date stated, in order for us to claim the funding for your child. Failure to return this form will result in you being billed for that term, at our current standard hourly rate.

We are also able to take 2yr old, and 30 hour funding, the codes for these MUST be applied for prior to starting with us and claiming. You can also apply for EYPP (early years pupil premium) information is in our prospectus.

If your child starts pre-school before their third birthday you will be given a bill at the beginning of each term this is divided into 2 payments that are due at the start of the half terms. Bill's will be issued up to the end of the term in which your child is three. Fees must be paid in full within two weeks, unless the supervisor has permitted a different arrangement. Please ensure fees arrive at Pre-school in an envelope clearly marked with your child's name, and that they are handed to a member of staff.

We require a minimum of 4 term time weeks' notice when removing a child from Pre-school, or 4 term time weeks fees in lieu of notice, you will be charged our standard fee per hour for the number of hours your child should have attended. This also applies if you have accepted a place but have not yet started with us. Please ensure you contact us as soon as possible if you no longer require a place.

If you have more than one fee paying child in the pre-school at any one time, one child is charged the full rate, the second/third get a 10% discount. Please see the enclosed flyer for details of the current fees. Fees are reviewed annually and are in line with government funding.

We reserve the right to charge any parent/carer who is late picking up their child after Pre-school hours. The current charge is £10 for every 15 minutes.

- issue invoices to parent / carer when fees are due;
- encourage parent / carer to set up a payment plan with the pre-school if they are having difficulty paying outstanding fees.

If a payment plan is agreed between parent /carer and the pre-school, the pre-school reserves the right to withdraw that facility if payments are not made. Payments made in instalments via a payment plan must be paid in advance of services provided. If payments are not made, as agreed, the full outstanding amount will be due within 7 days of issuing an overdue account letter.

If a parent / carer has used services provided by the pre-school without payment or their payment plan has been dishonoured the following procedures will follow:

- Issue an "overdue account" letter asking for payment within 7 days. If payment is received no further action is taken.
- If payment is not received a "second warning" overdue account letter will be issued asking for immediate payment in full within 7 days, this will include a £10.00 administration charge. If payment is received no further action.
- If after 7 days full payment is not received, and a payment plan cannot be agreed a "final letter" will be issued, plus a further £10.00 administration fee. If no payment is received, we reserve the right to disallow your child to attend the pre-school. If payment is received within 7 days no further action is required.
- 7 days after the "final letter" is dispatched and no payment is made, the pre-school will immediately begin proceedings in the county court for which we will charge an administration fee of £50.00 and all court costs. If the pre-school is required to attend the county court, costs will be applied at a rate of £20.00 per hour.