

## 10. Fees Policy

Our group can, and does only function by the administration of fees which are reviewed annually at a preschool meeting, Committee updated at our Annual General Meeting. We also carry out varied fund-raising activities which take place throughout the year. We ask that as a parent you help at least once a year with fundraising to enable us to purchase equipment and to keep the cost of fees down.

With this in mind, the following rules governing the payment of fees have been agreed with the management committee.

### **Pre-School, Sun Up Sun Down & Holiday Club Invoices**

The group recognises that although we would like fees paid monthly in advance; that can be impractical in certain circumstances. We can therefore make arrangements for fees to be paid daily or weekly. Please speak to administrator or manager.

All fees should be paid regularly, with no monies being outstanding for more than a month at a time. If an outstanding balance is not paid within 2 months then your child's fee paying sessions will be cancelled until the balance is cleared and then rebooking will be required.

When these balances are not cleared on two consecutive occasions/2months then fees will be required before rebooking's are confirmed. These are then required to be paid in full prior to those sessions taking place.

### **Late charges**

If you are later than 6pm collecting your child/ren, without notifying us, a fee of £10 will be applied to your invoice, on each individual occasion. We understand that sometimes parents are held up due to circumstances beyond their control and as long as we are aware of this, in advance, we are able to cater for these circumstances and normal fees apply .

Should a parent/carer be consistently later than their booked times (i.e 55% or more over a half term)to pick up their child/children, then their booking for the following half term will automatically go to the later time and a parent/carer will need to review their booking for the following full term.

If your child is booked into preschool until 3pm and you are late collecting them, without prior notification, half hour will be added to your bill after 05 minutes, however an additional fee of £5 will be applied on top of this to your invoice, on each individual occasion. If we have been informed, in advance, then you will be charged the normal SUSD fees. Please note that you are able to book your child in until 3.15pm to go in line with school finish time. If your school child is booked into an after school club and they are to be collected by Willow Set staff for SUSD after the club, you will be charged from 3.15-4.30 pm until the end of the requested booking time in half hour increments.

(Please remember we have clear staff/child ratios to maintain within the setting, which keeps your child safeguarded and running over in numbers at critical points during the day costs us time and money).

**Holidays and sickness (for 2 to 3 year old fee-paying children)**

If the child is absent from the pre-school, Moor fun club or Sun Up Sun Down Club due to holiday, fees will be charged as normal, unless four weeks' notice is given in writing. However, if a child is absent due to illness for 2 weeks or 6 consecutive sessions (whichever is greater) or longer, then no charge will be made for this period as long as sufficient notice is given. Please note if a child is off for one day due to sickness or any other parental reasons, charging will stay the same. Swapping of sessions cannot be made unless we have four weeks' notice. We need to maintain quality staff child ratios as this is an Ofsted requirement and our fees and registers can be audited at any time. As a charity we need to ensure clarity throughout our fees and invoicing system.

**Funded Places:**

There is Early Years Funding available for children of 3 and 4 years old, from the first term following their 3<sup>rd</sup> birthday this is the universal 15 hours and the extended 30hours with a validated code for working parents - *for a specific number of hours per year/week and days*. This can be used in the holidays, and is known as stretched funding. The pre-school, Sun Up Sun Down and Moor Fun Club Manager or Administrator can give you more information on this.

As a setting we can also provide families with 2 year old children (who meet the criteria set out by Somerset County Council childcare) places which are funded. Somerset County Council will pay for a place, for up to 570 hours, over the year at a registered childcare provider. Up to a maximum of 15 hours per week is available. Children become eligible in the funding period after their second birthday.

The pre-school, Sun Up Sun Down and Moor Fun Club will accept payments of fees by cash or cheques, made payable to The Willow Set pre-school, or BACS (Bank Acct - 7301590, Sort code - 20-85-31), or various childcare voucher schemes.

**This policy was adopted at a meeting of the Pre-school, Sun Up Sun Down and Moor Fun Club committee held on:**

**Signed on behalf of the Willow Set .....Chairperson**

**Dated:**

**The Pre-school, Sun Up Sun Down and Moor Fun Club policy relates to the welfare requirements under EYFS cross-referenced ECM outcomes:**

Achieve Economic Wellbeing  
Organisation