# Warmley Preschool – Charity

# Fees and payments policy

## Aims

* To provide information of our fees to our parents.
* To identify the preschool opening times charges.

## Policy Statement

* To ensure parents are aware of our notice and refund procedure.
* To clarify our process for unpaid invoices.
* To inform parents of the procedure in the unlikely event that a session cannot be run.

## Procedures

**Payment**

* We operate a simple fees policy of £4.50 per hour for 2 year olds and £4.35 for 3 & 4 year olds.
* Our opening times for play are :-
  + Monday 9:00am to 12.15pm

12.15pm to 3.15pm forest play session

* + Tuesday 9:15am to 3:15pm
  + Wednesday 9:15am to 3:15pm
  + Thursday 9:15am to 3:15pm  
    Friday 9:15am to 12:15pm
* Our lunch time is from approximately 12:15pm until 1:00pm
* Should our opening hours require a permanent change, we will inform our parents and carers with our proposal.
* Some children are entitled to 2 Year Funding. We accept children with this funding.
* Children who are 3 or 4 years old are entitled to 15 hours of free preschool education for 38 weeks a year. This is effective the first term after their 3rd birthday. This will be September, January or April.
* 30 hour funding is available, check if you qualify using [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).
* Children under the age of 3 can attend sessions but the parent is responsible for the fee. We currently offer childcare for children from their second birthday.
* When a parent chooses to use their funding at our preschool we will apply for up to 15 hours of funding.
* Children who are entitled to funding can attend more hours but the parent is responsible for the fee.
* Invoices for fees are issued monthly.
* Payment is requested to be 14 days from invoice date / being presented unless a prior arrangement is agreed with the Leader or Chair.
* We encourage parents to pay us directly into our bank account, details listed below. To pay this way, parents are asked to include the Childs name in the transfer information.
  + Pay to: Warmley Community Centre Preschool Playgroup
  + Sort code 09-01-28
  + Account 75234057
* We do accept cheques made payable to Warmley Preschool.
* We accept cash.
* Both cheques and cash should be provided in an envelope clearly stating the amount and the child the fee is for.
* Fees not paid in a reasonable amount of time will follow our Late Fees process.

**Notice**

* Parents may choose to move their child to another setting.
* Parents may choose to reduce the number of hours a child uses per week.
* We require a terms notice (6 weeks) if you intend to remove your child from the preschool, or reduce their number of hours. This should be provided in writing.
* Our staffing levels are determined by the number of children that we have on our records.
* Our budget ensures there is adequate staffing for each day based on number of children.
* When notice is not given, the preschool will charge for fees in lieu of notice.
* If a child is in receipt of a grant, the preschool is able to claim the grant for the notice period.

**Refund of fees**

* Refunds will only be paid if an over payment has been made.
* If you have paid too much, you may be offered extra hours as an alternative.
* Parents do not have to accept the suggested hours.
* There is no refund if your child is sick from a planned time at preschool.
* There is no refund if a child is absent even with notice.

**Closure of the preschool**

* In the event that the preschool is unable to open for a day, the preschool will give as much notice as possible to parents. We aim to give at least 24 hours of such a situation.
* The preschool may offer an alternative set of hours in place of the cancelled time in lieu of a refund.
* If there are any concerns about the following fees or payment of fees generally, parents are requested to talk to the Pre-school Chairman or Treasurer whose details appear on the display board in the entrance hall of the setting.

**Late fees**

***If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties***

* Parents are given an invoice and are asked to make payment within 14 days of receipt.
* After 14 days, if no payment is received, a letter will be issued by the Treasurer or Leader to remind the parent / carer.
* When fees are then paid, parents will not be contacted again in relation to this invoice.
* If after a further 5 days, if the Treasurer or Leader have not been contacted, a formal written reminder will be issued. An additional charge of 5% will be added to the invoice.
* If fees remain unpaid or unresolved, it is regrettable that we may be forced to offer the child’s place to another on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.
* If the parent or carers have contacted us to discuss late payments, we are able to offer flexibility and allowances can be made.
* If fees are paid following a **formal** written reminder:-
  + the Preschool reserves the right to request a deposit of £100 to be held as security against future late or non-payment.
  + any deposit remaining will be refunded on the child leaving the Preschool.
  + any sums due to the Preschool on leaving, will be deducted from the deposit.
  + the Preschool will be entitled to any interest earned on the deposit.

# Adoption of Policy

This policy was adopted as follows:

Meeting of Friends of Warmley Preschool

Date Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee:

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_