

**Newtown Community Preschool**

# Fees Policy

Newtown Community Preschool is a registered charity and its main source of income is fees paid for children to attend. This policy sets out the way we ensure that fees are paid so that the preschool can continue to provide childcare.

**Procedures**

* Current fees are detailed in the letter welcoming children to pre-school, as are details of Early Years Entitlement (EYE). We also have a leaflet for parents entitled Paying for Pre-school.
* The Early Years Entitlement covers up to 15 hours per week for 38 weeks each year for all families with 3-4 year olds. An additional 15 hours of Entitlement will be given to children from working families who meet the eligibility criteria and register with HMRC.

Any parent/carers who wish to use more than their EYE hours (for example if the child attends another setting in addition to ours) will be billed for the extra sessions not covered by the EYE.

* Depending on the circumstances, some 2 year olds may be eligible for Early Years Education Funding. Parents must check their eligibility for the entitlement with the Early Years Education Funding Team at Devon County Council.
* Parents and carers of children with additional needs, and foster and adoptive parents should discuss applying with the Early Years Education Funding Team at Devon County Council.
* Children are eligible to receive the relevant Early Years Education Funding from the start of the term after their 2nd birthday or 3rd birthday.
* **From September 2022 Pre-school fees will be £4.80 per hour for 3-4 year olds and £5.22 per hour for 2 year olds. Fees will be reviewed annually.**
* **EYE Funding for 3-4 year olds can only be used for the core opening hours of preschool and can not be used to cover any early drop off or late pick sessions.**
* Two weeks notice must be given if a child is being withdrawn from pre-school. If no notice is given, parents and carers who pay fees will be billed for two weeks, as we need this time to arrange for another child to take up the place.

# Bills will usually be sent out after the first two weeks of each half term. If wished weekly payments may be arranged. Payment will be due 14 days after issue of the bill.

* From time to time people may have problems meeting the fees. Any parent/carer who is experiencing problems is asked to approach the Administrator or Chair of the Committee in confidence.
* The pre-school is a registered charity and cannot afford to run without payment of fees.
* Once a place has been accepted for a child on certain days, fee-paying parents/carers will be charged for those days even in the case of sickness or absence.
* If the child is claiming EYE Funding, parents/carers have agreed to ensure that their child attends pre-school unless they are on “authorised absence”. Authorised absences are sickness (or having a sick parent or sibling), medical appointments, bereavement, or moving house. Children are also allowed 2 weeks holiday per year. If a child is away we ask the parent/carer fill in an absence slip.
* If a child registers at pre-school later than headcount week (usually the 3rd or 4th week of term), we will be able to claim the Early Years Entitlement for that child when the Headcount Portal re-opens later in that term. The details of the child will be entered as a ‘new child’ on the system, and they will be included in next term’s Headcount report as usual.

## Procedure for non-payment of fees

* The date of payment is stated on the bill
* Fees may be paid weekly by arrangement.
* If no payment of fees is made by that date, parents/carers will receive a written reminder from the Administrator.
* If following the reminder no contact has been made (for example to arrange a payment plan) a second reminder will be posted to the home address asking for payment within 10 days.
* If the payment is still not made, the Administrator will discuss the matter with the Treasurer or Chair and the Committee will approach the parents/carers to discuss the situation.
* If attempts to discuss and resolve a payment issue are still not successful, parents/carers may be asked to reduce the number of sessions which their child attends until arrears have been paid.
* In circumstances where there is no cooperation by parents in resolving the issue, the child may have to give up their place at pre-school. This would only be in very exceptional circumstances after all efforts had been made to resolve things amicably. The parent/carer would be sent a letter giving 2 weeks notice that their child must leave unless payment is received.
* If the child has already left pre-school the Committee will write to the parent/carer giving notice that they will seek to recover the debt by way of an application to the Small Claims Court. If parents/carers are experiencing difficulty in meeting payment we would urge them to discuss the matter with us sooner rather than later.

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| This policy was adopted by | Newtown Community  Pre-school |  |
| On | 21/7/22 |  |
| Date to be reviewed | June 2023 |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) | Admin | |