



Fees Policy

Academic Year 2017/2018

Policy Statement

This policy outlines the procedures in place for the setting, communication and payment of fees for attendance at Bledlow Preschool.

Bledlow Preschool relies on the cooperation of parents/guardians, staff and the Management Committee to ensure the smooth running of the Bledlow Preschool.

We endeavour to make parents aware of, and understand, the requirements they should agree to when a child joins Bledlow Preschool so that the Preschool continues to thrive and offer a smooth running provision. We aim to ensure financial stability and therefore continuity of service provision by having a fair, transparent, and consistent fee and payment process.

Fees

Our fees are reviewed annually and we aim to remain competitive in the local market without compromising on standards or the quality of the care that we provide.

Core Sessions

Academic Year 2017/2018

Sept - December 2017

Core session 9:15am – 12:15pm, Monday to Friday inclusive.

£16.50 per session including a light mid morning snack.

NB: Parents are requested to provide nappies and wipes should their child need them.

A child must attend a minimum of 2 core morning sessions. A child must also attend a minimum of 3 morning sessions if wishing to attend an afternoon session.

Academic Year 2017/2018

January - July 2018

Core session 9:15am – 12:15pm, Monday to Friday inclusive.

£17.25 per session including a light mid morning snack.

NB: Parents are requested to provide nappies and wipes should their child need them.

A child must attend a minimum of 2 core morning sessions. A child must also attend a minimum of 3 morning sessions if wishing to attend an afternoon session.



Supplementary Sessions

Academic Year 2017/2018

Early drop off from 8:15 am – 9:15am, Monday to Friday

£5.75 per session

Afternoon session 12:15pm – 2.15pm Monday to Thursday inclusive

£11.50 per session

Children are only eligible for afternoon sessions if they attend at least 3 core morning sessions per week.

Lunch is not provided so children are expected to bring a packed lunch for afternoon sessions – Please see our Food and Snack Policy.

NB: From January 2018 all session fees will be £5.75 per hour. All Fees are subject to change at any time

Funded Sessions

No fees whatsoever will be charged for the first 15 hours of attendance of core morning sessions (9:15am-12:15pm, Monday to Friday inclusive) for children from the term after their third birthday, provided we can claim FFE on their behalf and assuming they have not used up any of their allocation at other settings. Fees will be charged to those children who are too young to claim their Flexible Free Entitlement (FFE) funding and to all children for any hours attended over any funded hours to which they are entitled.

Deposits

We charge a Deposit for all new registrations where a child is not eligible for Government funding at the time of the application. This fee pays for the administration involved in arranging for a place and will only be refunded if a place is not found within two weeks of the child's expected start date. It will not be refunded if the days offered are not suitable, or the child goes to another setting.

Deferred Entry and/or joining mid term

For those children under the age of 3 and who wish to defer entry and join Bledlow Preschool mid academic year a deposit is payable at the time the place is formally accepted.

NB: This deposit will be deducted from the first invoice for fees as long as the child takes up the place. If the place is not taken up the deposit is forfeited.

No deposit will be required for children who are aged over 3 at the time the place is accepted and who are entitled to FFE. However, if the child has been receiving funding at another provider, they will not be funded at Bledlow Preschool until the start of a new term.

Deposit for deferred entry for 2 year olds or for those ineligible to FFE is £150.00 per child.

Once we have agreed the hours and days that a child is to attend the Bledlow Preschool, those days/hours should not change unless there are significant extenuating circumstances (e.g. a family moving away from



the area). This prevents places becoming empty mid-term which affects our running costs and the longer term sustainability of the service provision.

Additional costs not covered by FFE

From time to time, parents may also be asked to fund or contribute to the costs of things used as part of special interest classes such as ingredients for baking days, or seeds/plants for gardening sessions.

Late Collection Fee

Children must be collected on time at the session close.

In the event a child is not collected after 10 minutes from the end of the session, a Late Fee of £15 will be payable for every 15 minutes (or part thereof) after the relevant time until the child is collected. A parent/guardian will be given a letter in the first instance and if lateness continues the Late Fee will be charged. Any failure to charge the fee on a particular occasion will not prevent it being payable on future occasions.

Notice Periods

Where a child attends for more than the 15 hours covered by the FFE parents are required to give a half term's notice if a decrease in the number of sessions is required. Any decrease in days without notice will not be refunded.

PROCEDURE FOR THE PAYMENT OF FEES

- All fees are due termly in advance unless there is an alternative arrangement which is formally documented and approved by the Chair.
- Invoices are issued and should be settled within 14 days.
- Fees are still due if the child is absent for any reason.
- Payment is accepted by cash, cheque, and bank transfer or childcare vouchers.

We are currently registered to accept Childcare Vouchers from Edenred and Busy Bees

If it is not possible to make payment in full alternative arrangements may be made after prior discussion with the Practice Manager and with the written agreement of the Chair.

Fees will not be charged for on days where we are required to close due to unforeseen circumstances, such as an Election. If fees have already been charged in these circumstances then the relevant amount will be deducted from the next invoice. However, if we have to close once a session has started no refunds will be offered.

From time to time we have special events and activities, which all children are invited to participate in. These occasions are not charged for on invoices, however, a financial contribution may be requested to



cover the costs of these activities. Parents/guardians will be given advance notice of such sessions. Attendance at such extracurricular activities is not mandatory.

Late/Missed Payment

We hope that if parents/guardians have problems in paying the fees for their children, that they will speak to us immediately, so that we can come to a mutual agreement about how the fees are to be paid.

In the unlikely event that payment is not received on time the following procedure will be followed:

- 14 days after initial billing a reminder letter will be sent out to ask for full payment of fees.
- If payment is not received 7 days after the reminder letter, a final demand will be sent and the parent notified of the potential loss of the child's place at Bledlow Preschool and the debt may be taken to the Small Claims Court.
- If payment is received the situation will be monitored monthly and if non-payment again becomes an issue, a further warning may be issued.
- If, after a further period of 7 days from issue of the final demand, no payment has been received, the child's place will be withdrawn with immediate effect. The non-paying parent will be informed of this through a letter.
- We reserve the right to charge a late payment fee of £25 to cover administration costs.

Any outstanding debts may be taken to the Small Claims Court, if the measures above have not been successful.

A full half term's notice is required if you wish to leave the Pre-School. We reserve the right to charge the next term's fees if less than a half term's notice is given and the place remains unfilled.

Please note that acceptance of a place at Bledlow PreSchool means that you unconditionally accept this Fee Policy and the associated terms and conditions.

This policy was adopted at a meeting of Bledlow PreSchool Management Committee

Held on 1st March 2017.

Signed on behalf of the Management Committee by:

Sarah Metcalfe - Chair

This policy will be reviewed again in the Spring Term 2018.