

## Fees Policy

### Entry into the setting

On a child's entry into the setting, the parent/carer is asked to pay a deposit as set out in the current prospectus unless the child is only in for funded hours. Any deposit paid will be refunded when the child leaves unless it has been used for payment of any outstanding fees or late fees.

### Fees payable

Fees are payable in advance of a child's sessions. We offer a flexible payment scheme. Parents/carers can pay every session, weekly, monthly or per term to suit personal circumstances.

We ask parents/carers on withdrawing their child to give a minimum of 2 weeks' notice for pre-school and 1 months' notice for day care. Withdrawal of your child from our setting without the appropriate notice may result in the loss of any deposit paid.

Payment is necessary for every session that a child holds, regardless of whether your child attends. Holidays and illness do not exclude payment. If an absence or holiday is taken for an unusual period of time, a 50% retainer may be agreed.

Unauthorised absences may result in the loss of your child's place.

The setting is closed on Bank Holidays and for approximately 1 week over the Christmas period, these days are not charged to parents. The Christmas closure is set approximately 11 months in advance to allow parents/carers to arrange any alternative childcare they may need.

If the setting should close due to weather conditions, such as snow or for some emergency situation, fees will not be refunded, however, we will make every effort to offer children affected by the closure alternative sessions. These will need to be arranged with the setting in advance and when is practical for both parties.

If a child is collected late there will be a charge of £3 for between 5 & 15 minutes and £2 for every 5 minutes thereafter. If a child is left after 6 pm then the late fee increases to £7 for the first 15 minutes and a further £3 for every 5 minutes thereafter.

### Funding

#### Standard offer – maximum 15 hours per week

The Nursery Education Grant is paid by the government for children aged 3 plus. **This funding starts from the beginning of the term, after the child's 3rd birthday.** This amounts to a maximum of 15 hours per week. We aim to provide all children with the full 15 hours where possible but this will depend on availability of spaces.

In the case of day care, where children are taking more hours than the entitlement, eligible children will get the first 15 hours on the Nursery Education Grant and the cost for remaining hours will be calculated at our day care hourly rate, plus charges for any meals taken. **Government funding on the standard offer is not paid for school holidays or inset days; therefore, any day care for these periods will be chargeable in full to the parents/carers.**

### **Stretched offer – maximum 11 hours per week**

Parents who are working and whose children take up hours throughout the year including the normal school holidays (day care) can take up the stretched offer, which means they can have a maximum of 11 hours funding per week for 51 weeks of the year. Remaining hours to be charged can be calculated for the year and split evenly between the months.

### **2 year – maximum 15 hours per week**

There is also government funding for some 2 year old children **who meet a set criteria**. If a child is eligible for the funding it would **start from the beginning of the term, after the child's 2<sup>nd</sup> birthday**. If parents think their child may be eligible they can speak to the setting's management or check eligibility on line at: [www3.hants.gov.uk/childrens-services/childcare/parents/cis/eye/2-yr-old-offer-2-hm](http://www3.hants.gov.uk/childrens-services/childcare/parents/cis/eye/2-yr-old-offer-2-hm)

### **Non-payment of fees**

If a parent is having difficulty paying fees on time we would ask that you talk to the settings management as soon as possible and we will endeavour to assist you in any way we can.

If fees are either not paid on time or if a cheque is returned to us unpaid and the situation has not been discussed we will take the following action:

1. Verbal contact would be made with the parent to advise of non-payment and arrangements would be made to collect fees in a timely manner.
2. If this arrangement is not kept or we cannot contact the parent verbally, a letter would be sent to the home address advising that the fees need to be paid within two weeks or contact must be made to discuss the matter.
3. If payment has not been made to bring the account up to date then the child could be denied access to the setting until all late fees are paid up to date.
4. If payment has still not been made then action will be taken through the courts. This action can result in a bad credit rating.
5. If payment has still not been made the account is handed over to a debt management company.

This policy was adopted at a meeting of Cherrywood Community Childcare held on

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Signed on behalf of the setting ..... Donna Clark / Chairperson