



5.4 Fees Policy

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	May 2018
Reviewed	September 2021
Signed (<i>on behalf of the management committee</i>)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	September 2022

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Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Policy statement

It is the aim of Little Thetford Acorns Preschool to provide the highest level of care and education at an affordable price to everyone in our local community. This we attain by careful budgeting, fundraising by parents, and claiming Early Years Funding (EYFS) for all eligible children.

We welcome children and families from all sections of the community and believe that all children and families should be able to access the childcare and support they need, regardless of income or economic background.

Little Thetford Acorns is a registered charity and is not permitted to operate at a loss, or to operate as a profit-making organisation. The fees charged for each session are to cover our costs and to benefit the children.

This policy sets out Little Thetford Acorns Pre School's expectations with regard to the payment of fees and funding. Parents and carers should familiarise themselves with the detail of this policy as it contains important information about payment of fees, EYFS eligibility, sickness/holidays within term time, late collection, notice periods and emergency closures.

This policy works in conjunction with 5.11 Non Payment of fees policy

Procedure

Payments

In order to achieve this aim, we operate the following fees policy: -

- Invoices for fees are issued by email two weeks before the start of each half term and are paid in advance for that particular half-term period. Each invoice clearly states:-
 - Date of invoice.
 - Total amount owed; along with a breakdown of that amount, clearly showing contracted sessions and any additional sessions taken or credits owing from the previous half term period.
 - Any monies owed from the purchase of uniform.
 - Any additional amounts; such as late payment charge from previous invoice.
 - Any registration fee due.
 - Date of payment due, normally 2 weeks from date of invoice.
 - And payment processes, including our bank details for transfers.
- We are able to accept the following payments:-
 - Cheques – Should be written out to ‘Little Thetford Acorns’ and the invoice number and child’s name written on the back this is then placed in the Fees & Forms box within the lobby.
 - Bank transfers – Our bank details are shown on the invoice for easy reference for the parents wanting to use this method of payment. The child’s name should be used as reference and once transferred the parent is to inform the setting of payment, via email – office-littlethetfordacorns@btconnect.com
 - Childcare Vouchers - We are registered with a number of different organisations. Parents are to inform us if this is their intended way of payment and an individual payment agreement is put in place. These can include –
 - Full payment made by childcare vouchers.
 - Part payment made by childcare vouchers and the outstanding half term balance paid by an alternative payment, such as cheque, transfer etc. This ‘top up payment’ should be paid within the due date stated on the invoice. If not, a late payment fee will be charged on the next invoice.
 - Part payment of the invoice, if top up payment cannot be paid; a debtor’s statement is then issued showing monies owed. (This is only accepted if the average invoice is lower than £500 and the running total of monies owed

does not exceed more than £300 at any one time. If £300 is exceeded a payment is required by the parent to help clear monies owed, but each individual case is reviewed). Please also be aware Little Thetford Acorns may request that any outstanding debt be cleared by the end of the academic financial year (August 31st)

- Please note we cannot accept cash payments for fees

Early Years Funding (EYF)

Early Years Funding (EYF) is also accepted for children aged 3 and 4 years old. This is available the term following the child's third birthday.

EY funding is also available and accepted for some 2 year old children.

A child born in the period	Will become eligible for a free place
1 st April to 31 st August	Autumn School Term following child's 3 rd birthday
1 st September to 31 st December	Spring School Term following child's 3 rd birthday
1 st January to 31 st March	Summer School Term following child's 3 rd birthday

- Current funding allows parents to claim up to 30 hours per week, up to 38 weeks of the year, which can be used for Pre-school hours only. This can be divided between providers if he/she is attending more than one setting. Parents are provided with a Parent Declaration Form which is to be completed each term and returned to the setting with appropriate identification (e.g. child's birth cert or passport).
- If a child attends additional hours to what has been claimed through the Early Years Funding then a 'top up payment' is to be made. This is clearly shown on the invoice and is to be paid in the usual way of any other invoice.
- A reminder to parents that fees are due, by way of email or group message on the sign in/out system is given before payment due date.
- If the amount due is not paid by the payment date, we will apply the Non Payment of fee policy 5.11
- Our charges are clearly displayed in the foyer along with our opening times. Our fees are reviewed annually by the management committee and are determined by demand, running costs and other local setting charges.

- We encourage parents/carers to book early for our Holiday Clubs, this helps us to determine demand, planning and also to promote the service.
- Charges will remain in place for any child absent due to taking holiday during term time or due to illness.
- We require 8 weeks' notice from the parent/carer for termination of the contract or permanent decrease of hours for pre-school hours. For funded children, the notice period is 4 weeks.
- We require 2 weeks' notice for any ad-hoc additional pre-school hours or and Holiday Clubs.
- If, at any time, a parent/carer of a child due to start at our setting chooses not to send their child or defers their start date and the 8 (4) weeks' required notice period is not given, then the parent is liable to pay any fees that may have been due (can be up to 8 weeks, depending when notice was given). This will be invoiced in the usual way and if payment is not received by the payment due date it is pursued in the normal way listed in points 2.6 – 2.10.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff when a child is collected later than the official session end time.
- A copy of this 'Fees Policy' is given to all parents with their first invoice.
- A 'Terms and Conditions' is signed by the parent/carer on applying for a place at the setting. Copy of which can be found attached.
- We have a dedicated person controlling fees and attendance who also has a role of ensuring all parents/carers and children are made to feel welcome and guided through the process of starting at the setting in a professional manner.
- If any parent/carer does not fulfil any of the above criteria, the committee are informed of their circumstances and each case is assessed accordingly.