

## Fees Policy

Trull Saplings Preschool operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met.

We provide day care for the following sessions in **Term Time Only**:

- Monday 9.00am to 1.00pm or 9.00am to 3.00pm
- Tuesday 9.00am to 1.00pm or 9.00am to 3.00pm
- Wednesday 9.00am to 1.00pm
- Thursday 9.00am to 1.00pm or 9.00am to 3.00pm
- Friday 9.00am to 1.00pm or 9.00am to 3.00pm

Our fees for unfunded children or children claiming over and above the allocated hours are £4.90 per hour for 2 - 3 year olds and £4.40 per hour for 3+ year olds. In addition, a **Resources fee** is chargeable at:

- 50p for a 9.00am to 1.00pm session
- £1.00 for a 9.00am to 3.00pm session

At the beginning of the Summer term an additional charge of £1 will occur for the use of our in-house sun cream, unless the parent supplies their own supply of sunscreen due to health reasons. This is due to the reapplication of sunscreen while in setting; please refer to the **Sunscreen & protective Summer clothing policy**.

All charges will be clearly shown on your half termly electronic invoice, these will be sent out at the beginning of each half term and payment will be required within 2 weeks of issue.

Fees are payable by Bank Transfer and Childcare Vouchers. We accept the following Care4, Edenred, FairCare, Computershare, Fideliti and KiddiVouchers. We also accept Tax Free Childcare vouchers. Payments by other methods (cash/cheque) are welcome but will incur a processing charge of £2.50.

The aforementioned £2.50 processing charge will be added to all accounts who have opted out of paying via Bank Transfer or Childcare vouchers (including Free Entitlement-only places).

The Preschool are in receipt of Early Years Entitlement Funding for three and four year olds and we are also eligible to receive funding for 2 year olds. Please refer to **Early Years Entitlement Funding Policy**

In order to help us manage our costs and to deliver the Free Entitlement completely free of charge all parents will receive invoices electronically; unless a parent has specifically asked to receive their invoice by post this will incur a charge of £5 per half term to cover additional costs for this service (this includes Free Entitlement-only places).

All sessions must be paid for on time. Fees that are not paid within 14 days of the date that the invoice is issued a reminder will be sent to the parent/carer via email for fees to be paid within 7 days upon receipt of this notice, if this payment is missed they will be subject to late payment charge of £10. If fees continue to be outstanding your child's placement may be withdrawn and proceedings through the small claims court will be instigated to reclaim the outstanding amount. Please refer to our **Non Payment of Fees Policy**.

**If there are any problems concerning payment of your fees please speak to the Preschool Business Manager immediately; all information discussed will be kept confidential and the Preschool will do our best to arrange a payment plan with you.** Please refer to our **Confidentiality Policy**.



## Fees Policy 2018 - 2019

A Standing Order will be set up to ensure payments are made on a weekly/monthly basis, this payment will be written in a payment plan agreement which the Parent and Business Manager will sign. If outstanding fees are continually deferred the Preschool will have no other option but to take further action, please refer to our **Non Payment of Fees Policy**.

If your child misses a session due to illness or a family holiday, that session must still be paid for as the Preschool is keeping his/her place open. The case of continuing illness, please inform the Preschool as soon as possible in order to put an appropriate action in place either by telephone **01823 334 774** or email **info@trullpreschool.co.uk**

In the event of an emergency closure we will not charge parents any fees for the period of closure.

We require one months notice if you decide to take you child away from our setting. If this notice is not given, we reserve the right to invoice you for this period.

Please refer to our **Punctuality Policy** regarding late collection of a child.

Please refer to our **Non Payment of Fees Policy** regarding non payment.

Persistent non payment of fees will result in the loss of your child's place at the Preschool. (This will not apply to Funding Entitlement places although if your child hours exceed your funding entitlement then their hours will be decreased to the maximum funding you are entitled too)

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details or an application form contact the tax credits helpline on 0345 300 3900 or visit the HM Revenue & Customs (HMRC) website: [www.gov.uk/working-tax-credit](http://www.gov.uk/working-tax-credit)

Our fees are reviewed every 6 months.

### **Linked Policies**

Our fee policy links directly with the following other policies within our setting:

- Confidentiality policy
- Early Years Entitlement Funding policy
- Emergency policies – emergency closure, fire safety, intruder
- Non attendance policies – sickness, continued absence
- Non collection policy
- Non payment of fees policy
- Punctuality policy
- Sunscreen & protective Summer clothing policy

**This policy was agreed by the Trull Saplings Preschool Committee in February 2019 and will be reviewed in August 2019**

**Jane Gibson**

**Chair**

**For and on behalf of Trull Saplings Preschool**