

General Welfare Requirement: State here which EYFS Welfare Requirement this document relates to.

Using the EYFS Statutory Framework, quote here which area of the general welfare requirement this document relates to.

10.15 Fees Policy

Policy statement

Our Pre-School understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap parents/carers respect its policy regarding fees.

EYFS key themes and commitments

List in the boxes below, which key commitments of the EYFS this policy or procedure will be relevant to.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.4 The wider environment	

Procedures

- The level of fees will be set by the Registered Person (the Management Committee of Berinsfield Early Years Pre-School) and reviewed annually in the light of the Pre-Schools financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made weekly or termly, on an agreed **day prior to the start of the week or term** in question. Individual payment arrangements may be negotiated between the Chair of the Management Committee and parents/carers in certain circumstances.
- Fees should be paid in a sealed envelope clearly labelled with your child's name and the amount being paid. Please do not hand cash to staff that had not been labelled.
- The Pre-School will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard policy should arrange a meeting with the Chair of the Management Committee at the earliest possible opportunity.
- Booked sessions must be paid for whether used or not e.g. when your child is absent due to illness or holiday.
- A charge of £5 per ¼ hour will be made for late collection of children. Please abide by your child's session times as early drop off or late pick up can affect the child:staff ratio.
- If the fees are not paid on time, the Pre-School will notify the parent/carer in writing and request payment at the earliest opportunity.
- The Chair of the Management Committee has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Pre-School being forfeited.

- If fees are paid persistently late or not at all, with no explanation, the Pre-School will be forced to terminate that child's place.
- We cannot accommodate swapping or cancellation of days however booking of extra adhoc days may be possible.
- Additional adhoc sessions **must be agreed and paid for in advance.**
- Cancellation of a place must be made in writing **giving at least one calendar months notice.** If notice is not given fees will be due to the end of this period.
- A charge of £10 will be made to cover the administrative costs of a dishonoured cheque.
- Parents/carers are encouraged to speak to a member of staff or the Management Committee if they have any queries about the fees policy, or if, for any reason, they are likely to have any difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Pre-School.
- Parents/carers must sign to say they agree to the terms and conditions in Appendix A.

This policy was adopted at a meeting of

Berinsfield Early Years

Held on

Date to be reviewed

Signed on behalf of the management
committee

Name of signatory

Sue Bainbridge

Role of signatory

Chair of Berinsfield Early Years Pre-School
Committee

Appendix A

Berinsfield Early Years Pre-School Terms and Conditions

- Places at Berinsfield Early Years Pre-School must be **booked termly** (i.e. The same sessions every week for the term), **in advance** (Terms 1 to 6) using the official booking & registration forms.
- Booked places must be paid for whether used or not e.g. when your child is absent due to illness or family holidays.
- Children may not attend Berinsfield Early Years PreSchool unless their place is paid for in advance.
- Fees are charged per session as set out in the schedule of fees. Please note the 2 year old rate applies until the term after the child turns 3 years of age.
- A charge of £5 per ¼ of an hour will be made for the late collection of children, this fee will be added to the next invoice. Please abide by the session times booked as early drop off and late pick up can affect the staff:child ratio.
- A charge of £10 will be made to cover the administrative costs of a dishonoured cheque.
- Fees will be reviewed at least annually. All parents will be advised of any changes to the fee structure in writing, a month in advance.
- Cancellation of a place must be made in writing at least **4 weeks prior to the end of the preceding term** (Terms 1-6). *For example, if you wish to cancel your place from Term 3 you must give notice 4 weeks before the end of Term 2. If this notice is not given the full terms fees will be charged. For example, if you tell us you want to cancel your child's place in the 2nd week of Term 2 cancellation will not become effective until Term 3 and you will be charged all fees for Term 2.*
- In order to plan for suitable staff:child ratio **we are unable to accommodate swapping or cancellation of days** however booking of extra ad-hoc days may be feasible.
- Additional ad-hoc sessions must be **agreed and paid for in advance**. Ad-hoc sessions may not be booked more than 1 week in advance unless there are exceptional circumstances. These will be dealt with on a case by case basis. Adhoc sessions will be charged the relevant rate.
- If you cancel your child's sessions we cannot guarantee your child having a place if you wish them to return at a later date. We will always do our best to accommodate your needs.
- If after a written reminder fees are not paid your child's place will be suspended. The committee reserve the right to recover outstanding fees through the "small claims" process.

We will regularly review these Terms and Conditions and amend them as deemed necessary.

Name of child: _____

We/I agree to the acceptance of a place at Berinsfield Early Years Pre-School on the Terms and Conditions detailed above which I have read and understood.

Name of Parent/Guardian: _____ Name of Parent/Guardian: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

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