

# Fee Payment Policy

December 2022

## Policy Statement

- At Houghton & Wyton Pre-school Playgroup, we are aware that families have varying financial constraints and we will endeavour to support families if we can. We want parents / carers to feel able to speak to the treasurer, administrator or pre-school manager, at any time, about any difficulties in paying fees.

## Aim

- To have clear guidelines and procedures in place to ensure the financial viability of the pre-school is maintained.

## Methods

- 2022 - 2023 Fees (over and above the 15 hours of EY Funding):
    - Hourly Rate: £5
    - 3-Hour Session Rate: £15.00
    - Full Day (6-Hour) Session Rate: £30.00
  - We accept both 15-hour (Universal Hours) and 30-hour government funded (Extended hours) places, parents must ensure that they provide the correct paperwork and supporting information to enable us to claim this funding.
  - Where a child is eligible to 30-hour government funding (Extended Hours), it is the responsibility of the parent to ensure they rerun their eligibility before the start of each term. The deadlines are August 31, December 31 and March 31. Where the deadline is missed and the child is no longer eligible, parents / carers will be invoiced for any hours over the 15 government funded hours (Universal Hours).
1. You will still be charged for your normal hours even if your child is absent or needs to be collected early. It is the parents/carers responsibility to inform Houghton and Wyton Pre-school of any absences.
- The setting is closed on bank holidays and public holidays, these will occur no charge.
  - Where availability allows, adhoc sessions will be charged in the following month's invoice.
  - Fees are payable on monthly basis, with invoices issued at the beginning of each month or term (where applicable).
  - Fees must be paid within 14 days unless otherwise agreed. Payment by instalments can be made with prior agreement from the Pre-school Manager and the Administrator. After this, a late payment administration fee of 1.5% may be charged.

- In the event of non-payment, Houghton & Wyton Pre-school Playgroup reserves the right to refuse childcare (over and above the funded 15 hours) and will pursue any outstanding monies through court proceedings. Interest will continue to accrue on all charges incurred during this process.
- Fees are reviewed annually. One month's notice of any change will be given in writing.
- If a parent / carer decides to terminate their agreement, the Pre-school requires a 4-week notice period otherwise you will be charged for that period. We appreciate that in certain circumstances, e.g., the re-posting of a military family, there may be exceptions to the 4-week period. We would ask that parents / carers give the Pre-school as much notice as possible. The notice period will be waived at the discretion of the Pre-school Manager.

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***