

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.



10.13 Fees Policy

Policy statement

Nomansland Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality provision in a safe and stimulating environment where the needs of individual children are met. Nomansland Pre-School is a charity and therefore relies heavily on the prompt payment of fees in order to function. If a parent or carer is unable to pay fees within the specified time period then they must advise the Pre-School Manager and provide a genuine reason why they are unable to pay. Nomansland Pre-School will aim to work out a payment plan with the parent or carer.

Late Collection Penalty

All children must be collected at 3pm as the Pre-School is not registered to have children on the premises after this time and is therefore not covered by the Pre-School Insurance.

The staff also have a short time to clear and tidy the Pre-School before the end of their working day and having children on the premises after this time means that staff will need to remain at Pre-School past their working hours.

Therefore, if you do not collect your child promptly at 3pm, we reserve the right to add a £5 charge every 5 minutes you are late which will be added to your bill.

Sickness

If a child is absent due to sickness or other reasons, the fee will remain in place as Pre-School will have kept their place open and will still have employed and paid for staff. If you know your child(ren) will not be attending Pre-school due to long term sickness, please speak to the Pre-School Manager.

Holidays

The pre-school is currently closed on all Bank Holidays, therefore no fees are charged for these days.

Payment of Fees

In the first week of each term, each individual child's fees will be calculated and bills will be emailed to parents with payment dates and amounts stated. If you receive funding and do not pay any additional fees, you will not be issued with a bill unless one is requested.

All payments made to Pre-School for fees should be made on-line or via cash/cheque in an envelope clearly marked with the child's name. This should be given to a member of the Pre-School staff. Cheques should be made payable to Nomansland Pre-School. If required, a receipt can be issued.

Late Payment of Fees

Fees should be paid within one week of the payment date given on the bill. If payment is not made within this timescale a reminder will be sent to the parents/carers and payment should be received within 7 days or the parents will need to speak directly to the Pre-School Manager. If fees continue to be outstanding and no contact is made with the manager, the parents will be sent a recorded letter to their home address asking for fees to be paid **immediately** upon receipt of the letter.

If an invoice has been lost, we reserve the right to charge a £1 fee to cover the book keeper's costs to produce a new copy.

If a parent is having difficulties in paying fees, the manager will be happy to discuss the option of a payment plan to assist in resolving the outstanding fees, with agreement from the Chairperson, Treasurer and Book-Keeper. A payment plan is agreed between pre-school and the parent/carers detailing the dates and amounts to be paid.

If payment is not received and the implementation of a payment plan has not been followed, proceedings through the Small Claims Court will be investigated to reclaim the outstanding amount. Parents may also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving funding, will be able to remain at Pre-School for their funded hours ONLY.

If younger siblings are on the waiting list to join Pre-School, they will not be allocated a Pre-School place until any outstanding bills have been paid.

Bounced Cheques

In the event of a cheque being returned to Pre-School's bank account marked 'unpaid', we will contact the parents/carers or account holder asking for an alternative payment to be made along with any charges made by our bank. A further cheque will not be accepted but cash or an on-line payment may be made.

Nursery Educational Funding - Free Early Education for Three and Four Year Olds

All 3 to 4-year-olds in England can get 570 hours of free early education or childcare per year. If this is taken during term-time only, this would work out as 15 hours a week over 38 weeks of the year. This is available from the term commencing 1st January, 1st April or 1st September whichever is sooner, following your child's third birthday

From September 2017, the government increased the free early education or childcare for families who meet certain criteria to 30 hours a week (if used over 38 weeks a year). Further information is available from your local council website.

In order for Nomansland Pre-School to apply for this funding it will be necessary to sign a registration form and provide your child's birth certificate as proof of their age. In addition for the thirty hours, a parent or carer will be required to provide their eligibility code and their National Insurance number and sign that they are happy for Nomansland Pre-School to verify their eligibility by checking this code.


Termination of Contract

Nomansland Pre-School reserves the right to terminate the contract without notice in the event of unsuitable behaviour of parents or non-payment of fees following the non-payment procedure. In all other situations, one month's notice will be given.

If you wish to terminate your contract with Nomansland Pre-School, four weeks' notice in writing is required.

In compliance with the Welfare Requirements, the following documentation is in place:

- Admissions Policy (Section 4.1)
- Complaints Procedure (Section 1.10)

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| This policy was adopted at a meeting of | Nomansland Pre-School |
| Held on | 19 November 2014 |
| Date of last review | November 2019 |
| Date to be reviewed | November 2020 |
| Signed on behalf of the provider |  |
| Name of signatory | Nikola Bishop |
| Role of signatory (e.g. chair, director or owner) | Chair |

Other useful Pre-School Learning Alliance Publications

- Child Protection Record (2007)
- Looking at Learning Together (2005)
- Summary Complaints Record (2006)