**Oxenhope Pre-school**

**Fees Policy**

**Version control**

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| **Version Number** | **Date** | **Changes made** |
| 1.0 |  | New Policy |
| 2.0 | June 2016 |  |
| 2.1 | June 2017 | Reviewed and ‘breakfast club’ added |
| 2.2 | April 2018 | Late/non-payment reviewed and updated |
| 2.3 | May 2018 | Late/non-payment reviewed and updated |
| 2.3 | Dec 2019 | Reviewed, no change made |
| 2.4 | Aug 2020 | Covid-19 related absences added |

**FEES POLICY**

**Aim**

It is our aim to provide quality childcare delivered by trained and experienced staff using resources that will develop and meet the needs of each individual child in our care. To support this approach we require parents / carers to pay their fees on time and in full as per the terms of the contract.

**Fee procedure**

* Fees are payable in advance each half term.
* Parents / carers will receive an invoice at the start of each half term which will cover the full half term costs. Each invoice is payable in full within one calendar month of the invoice date. The due date will be on the invoice.
* We would prefer fees to be paid by BACS, however they can also be paid by cash or cheque and we can also accept Childcare Vouchers, (please advise us which company you will be using if you wish to pay with childcare vouchers).

**If a parent / carer is having difficulty paying fees they should speak to Clare Wild (manager) as soon as possible and we will aim to assist you and discuss possible options.**

Fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. If pre-school has to close due to unforeseen circumstances, (e.g. weather conditions, staffing issues, heating problems, etc), you will normally be offered an alternative session. If no alternative can be offered you will receive a refund of fees for that session(s). What if your child gets sent home with covid-19 symptoms?

If a negative test has been obtained but your child is still too unwell to attend pre-school this is classed as illness (*Fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness).*

If a positive test is obtained then pre-school will close for 14 days and fees will be fefunded for the 14 days (please see our closure policy)

We ask that a minimum of 4 weeks notice is given before withdrawing your child from our setting. If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of the NEF grant.

**Unpaid fees will be dealt with as follows;**

1. One week after the invoice due date a reminder invoice will be given to the parent / carer to inform them of non-payment and to arrange for collection of the outstanding fees within the next 7 days.
2. If the debt remains unpaid after the 7 days reminder invoice has been given then a letter will be sent to the parent / carers home address advising that the fees must be paid before the end of the current half term.
3. If fees are still unpaid after this time (by the end of the current half term) then an administration fee of £15 will be added to the invoice.
4. The setting reserves the right to disallow the child’s attendance and to take legal action to recover in full the debt along with any additional charges.

Unpaid cheques returned will be liable to a charge – the return cheque fee plus an administration charge of £10.00

Parents / carers will be responsible for the payment of all additional charges incurred by the pre-school in the collection of outstanding fees, including, but not limited to, our internal administration charges and our solicitors’ costs and disbursements.

Please sign and return this page to Pre-School.

Name of child-

Name of parent-

I have read and agree to the above terms and conditions

Signed-

Date-