



## **Fees and Payment Policy**

### **Policy statement**

As a community resource which is committed to childcare, we aim to keep our fees affordable and competitive and at such a level that we can provide childcare of the highest quality. Fees are currently £4.40 per hour and are reviewed annually to ensure that we continue to meet our objectives.

As a registered childcare provider, we are in receipt of early years education funding (EYE) for eligible two, three and four year olds. Where funding is not received, or extra hours are required in excess of funded hours, then fees are payable to Kings Worthy Pre-school.

### **Procedures**

Pre-school bills are produced monthly at the beginning of every month. Fees are payable monthly and must be paid in full by the 8<sup>th</sup> of the month. Fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason, in order that we may reserve your child's place. Failure to pay fees on time and in full could jeopardise your child's place and continued non-payment may result in your child's place being withdrawn in accordance with the procedure detailed under 'Late Payment and Non-Payment of Fees' below. Fees may also be charged if you are late in picking up your child and we have to pay staff overtime to look after your child.

Fees are payable either by cheque, cash or standing order (direct to the pre-school account). Receipts are issued to Parents/Guardians for all cash payments. We also accept childcare vouchers.

Please note that Parents/Guardians will be expected to pay any bank charges incurred by Kings Worthy Pre-school as a result of their cheque being unpaid. If a cheque is unpaid, then Parents/Guardians will be expected to settle all future fees by cash.

### **Late Payment and Non-Payment of Fees Procedure**

As a registered charity with limited funds at our disposal, we expect Parents/Guardians to assist us with the smooth running of Kings Worthy Pre-school by ensuring that all fees are paid promptly. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. This is why as a considerate organisation, we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

Stage 1 - if payment is not made in the month that it was due, at the beginning of the following month, the Pre-School Administrator or Pre-school Manager will have an informal discussion with Parents/Guardians to ascertain when fees are likely to be paid as a second months fees have also now become due and payable.

If fees are paid in accordance with the payment plan agreed with Kings Worthy Pre-School, then no further action will be taken. If not:-

Stage 2 - the Pre-School Administrator, Pre-School Manager, Chairperson or other member of the Management Committee will write to Parents requesting payment by a specific date and inviting the Parents/Guardians in for a further discussion if they are unable to make payment by this date.

If a payment plan is subsequently agreed, then this will be confirmed in writing to the Parents/Guardians who will also be asked to sign and return a Payment Contract, a copy of which is attached.

If no payment has been forthcoming, or a payment plan has not been agreed by the end of the second month, then:-

Stage 3 - the Pre-School Manager, Chairperson or other member of the Management Committee will write to Parents/Guardians requesting payment/part payment by a specific date and/or a more formal meeting to discuss the situation otherwise their child will no longer have a place at the Pre-School.

If no payment at all has been forthcoming by the specified date nor a payment plan agreed in writing (as detailed in Stage 2 above), then:-

Stage 4 - the Pre-school Manager, Chairperson or other member of the Management Committee will write to Parents/Guardians confirming that their child no longer has a place at the Pre-school because of their non-payment of fees and that the Committee reserves the right to take further steps to recover the unpaid fees and any associated costs if there are no extenuating circumstances to the contrary.



## Payment Contract

This contract is between Kings Worthy Pre-school  
and \_\_\_\_\_ (the 'Parents / Guardians') of \_\_\_\_\_ (the 'Child').

Under this contract the Parents / Guardians hereby confirm that they can afford to pay to Kings Worthy Pre-school, the sum of £ \_\_\_\_\_ per **week / month** (delete as appropriate) in settlement towards the arrears of fees totalling £ \_\_\_\_\_ in respect of their Child's attendance at Kings Worthy Pre-school.

The Parents / Guardians also hereby confirm that this sum will be paid every **week / month** on \_\_\_\_\_ (please specify day / date) commencing \_\_\_\_\_ (date to be inserted) until all of the arrears have been repaid.

Should the Parents / Guardians be unable to make an agreed payment then they undertake to inform either the Pre-school Manager or the Chairperson or other Management Committee Member as soon as possible.

Signed \_\_\_\_\_ Parents / Guardians  
Date \_\_\_\_\_

Signed \_\_\_\_\_ on behalf of Kings Worthy Pre-school  
Date \_\_\_\_\_