



Little Stars Preschool

Fees, Charging and Non-Payment Policy and Procedures

Statement of Intent

Little Stars Preschool is an inclusive and friendly setting which believes all children aged 2 years old and upwards should be able to have access to early education. We offer quality childcare provision at a competitive price.

Aim

We are a non-profit making; charity run preschool and can therefore offer excellent quality childcare at affordable prices but are also dependant on fees to contribute towards staffing and premises costs. This policy seeks to establish an understanding and agreement between the Pre-school committee and all parents about the expectation regarding payment of the fees. This policy forms part of the contract with the parents/carers and Little Stars Pre-school.

Fees

- Fees are set by the Pre-school committee and reviewed every April. The fees are currently:

<u>April 2022</u>	<u>3 Hour Session</u>	<u>6 Hour Session</u>
<u>2 Year Olds</u>	<u>£18.00</u>	<u>£36.00</u>
<u>3-4 Year Olds</u>	<u>£17.50</u>	<u>£35.00</u>

These fees apply to all non-funded children, and funded children who attend more than their 15 hours.

Procedure

- Fees for agreed hours will be invoiced monthly.
- All fees must be paid 14 days after receipt of invoice.
- Payments can be made via BACS or cash.
- Please note BACS payments are our preferred method of payment, please quote your child's name as reference.
- If paying by cash, please ensure that we receive the correct money as we cannot guarantee to return any change due on the same day. Could all monies be placed in a named envelope.
- If fees are unpaid after 14 days, a reminder letter will be sent to the parent/carer. If fees are still unpaid 21 days after the date of the invoice, a further letter will be sent, and verbal contact made in order to discuss any difficulties in payment. The parent/carer may also be issued with a late payment fee.

- If after 3 requests for payment of an invoice have been issued, and the balance remains outstanding, your child's space may be placed on hold until balance is settled.
- If a parent/carer is persistently late in paying fees a late payment fee of £10 will be added to next month's invoice.
- If there are any inaccuracies with invoices parents/carers should to speak to Tracy Grist or Hayley Kelly immediately.
- If, due to personal circumstances, a parent/carer is experiencing financial difficulties resulting in difficulty to pay fees, the parent/carer is urged to speak to Tracy Grist or Hayley Kelly in confidence, and the aim is to come to a mutually satisfactory agreement for the fees to be paid in instalments.
- Places **must** be paid for during periods of sickness, holiday and any other non-attendance.
- Four weeks' notice must be given in writing for the permanent cancellation of a session or removal of a child from Little Stars Pre-school. Failure to provide such notification will incur payment of remaining terms fees.

Government Funding

- Little Stars Pre-school is registered to receive government funding and all children attending the Pre-school of an eligible age are entitled to such funding. This includes 2-year-old funding (Free for 2).
- Children are eligible for 15 hours funding the term following their 3rd birthday until he/she starts school as follows:

Children who are 3 between:	Are eligible for funding from:
1 st April and 31 st August	1 st September
1 st September and 31 st December	1 st January
1 st January and 31 st March	1 st April

- Any hours taken in excess of the 15 hours funded per week will be charged at the current rates set out in the above 'fees' section.
- When a child becomes eligible for a funded place at Pre-school, parents/carers will be provided with a Parental Declaration Agreement Form to complete and return to Pre-school.
- An eligible child can attend a maximum of 15 funded hours in any week; this can be divided between providers if he/she is attending more than one setting.
- Funding is 38 weeks a year only.

This policy was adopted on 04/05/2021.

To be reviewed annually.

Signed by Manager: _____

Date: _____

Signed by chairperson: _____

Date: _____