



## Harden Pre-School & Memorial Hall Springfield Breakfast & Afterschool Club



### Payment and Collection of Fees Policy

At Harden Pre-School we are registered to receive Early Education Funding from the Government. All 3-and 4-year-olds are entitled to receive the universal entitlement of 15 hours of early education funding the term after their third birthday for 38 weeks of the year. An additional 15 hours of extended entitlement is available for some working families. We also offer 2-year-old funded places for eligible children.

We are open term time only and our term dates are planned alongside local schools and are published to parents and available on request.

We are open for 51.25 hours per week as follows:

Monday	7.30am until 5.45pm
Tuesday	7.30am until 5.45pm
Wednesday	7.30am until 5.45pm
Thursday	7.30am until 5.45pm
Friday	7.30am until 5.45pm

We can claim a maximum of 10 hours funding per day for funded children. Any hours taken above the daily and weekly entitlement will be chargeable and agreed between the setting and the parent/carer.

Harden Pre-School & Springfield Club fees are as follows: -

Fees for 2-year-olds	
Description	Amount
"Springfield" Breakfast club (includes breakfast)	£6.00
<i>*Additional 15 minutes for 7.30am drop off</i>	<i>£1.50</i>
Pre-School Morning session	£16.00
Pre-School Afternoon session	£16.00
Pre-School full day (8.55am - 2.55pm)	£31.50
"Springfield" Afterschool club (including warm snack)	£12.50
Pre-School snack charge	50p per session
Nappy charge	50p per session

<b>Fees for 3 and 4-year-olds</b>	
<b>Description</b>	<b>Amount</b>
"Springfield" Breakfast club (includes breakfast) <i>*Additional 15 minutes for 7.30am drop off</i>	£5.00 <i>£1.50</i>
Pre-School Morning session	£16.00
Pre-School Afternoon session	£16.00
Pre-School full day (8.55am - 2.55pm)	£31.50
"Springfield" Afterschool Club (including warm snack)	£11.00
Pre-School snack charge	50p per session
Nappy charge	50p per session
<b>Fees for Primary School Children</b>	
<b>Description</b>	<b>Amount</b>
"Springfield" Breakfast club (includes breakfast)	£5.00
"Springfield" extended day (including warm snack)	£11.00

### **Payment**

Fees are payable on a half-termly basis and each school year consists of six half terms. Fees should be paid either by bank transfer or through a voucher scheme. We also accept payments via HMRC Tax Free Childcare.

Invoices for the first half term of the academic year (September) are sent during the first week of that half term. For the rest of the academic year the invoices are sent the last day of the previous half term. **Fees should be paid within 14 days of the date of the invoice which will usually correspond with the first day of the new half term.** The Business Manager will acknowledge receipt of payment.

### **Absence from sessions**

Once a place has been offered at our setting, fees are payable regardless of whether your child is able to attend or not. Fees are payable in all cases of absence and there is no reduction or refund for sickness or holidays taken during weeks when Pre-School is open.

Fees also remain payable if our setting closes due to situations beyond our control e.g. power failure or snow. Fees are not payable on staff training days.

### **Prolonged Unauthorised Absence**

In exceptional cases of prolonged absence, parents should contact the Business Manager to discuss payment of fees.

## Changing Sessions/Termination

If you wish to change your child's sessions, we require a half term written notice. If you no longer require your child's place at Pre-School or Springfield Breakfast and Afterschool Club, then a half term notice is also required.

## Late Collection

We understand that from time-to-time unexpected circumstances may mean that you are unable to collect your child in which case you must contact us as soon as possible and let us know.

If you are aware in advance that you are going to need more time for your child at the end of their session, if our ratios allow, we are more than happy to book them into this session at the standard charging rate. If our ratios don't allow and/or we haven't received notification from you that you will be late and we need to keep more members of staff on site to care for your child, the late collection charge of £5 per 15 minutes will apply along with our procedure for an uncollected child.

If a child is continuously collected late from their sessions, a member of the Management Team will be required to meet with the parent to discuss the issue.

## Late Payment/Arrears

Each child's attendance at Pre-School is conditional upon continued payment of fees. All fees should be paid by the date specified on the invoice. **Late payment will incur a late payment charge of £15 unless prior arrangement has been made with the Business Manager for the delay in paying.** Non-payment of fees will be dealt with promptly and an informal reminder will be sent out via email on the Monday following the payment deadline.

If your child is funded, and you have fallen into arrears with payment of additional sessions, then your child will only be able to attend for the funded sessions, until payment has been made and all arrears will have to be paid before the next term. In these circumstances, you should contact the Business Manager to discuss a payment plan for clearing your arrears and bringing your payments up to date.

Should fees remain unpaid, then the following action will be taken:

- A late collection fee will be applied.
- A letter signed by or on behalf of the Management Committee requesting payment of outstanding fees 7 days after the informal reminder will be sent out.
- Your child's place will be forfeited and any siblings who may wish to attend in the future will be refused a place.

Fees will be reviewed at the Management Committee's discretion.

Any complaints regarding this policy should be dealt with via the current complaints procedure.

Date revised

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5<sup>th</sup> July 2023

Date to be reviewed

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Annually

Reviewed by

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Karen Clarke & Jo Jones

Position

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Manager & Business Manager

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