

WHITLEY LODGE UNDER FIVES

PAYMENT OF FEES POLICY

Statement of intent

Our pre-school relies upon the income from fees and unless children receive a funded place all sessions will be charged for. We are eligible to receive funding for two and three year olds who meet the funding criteria.

Aim

Our aim is to collect fees promptly whilst ensuring no child is excluded because of their family's inability to pay.

Method

- Fees will not be charged for children who are three before the 31st December for the Spring term onwards and who are three before 31st March for the Summer term onwards as the pre-school receives Education Grant funding for these children. The exception would be where the funding, is being claimed by another setting, when fees would be charged as below.
- Fees will not be charged for children who are two who meet the funding criteria.
- Children who are not entitled to funded places will be charged for all sessions they are booked for each half term.
- The Treasurer and Billing Secretary liaise to issue bills each half term.
- Bills are handed out in pre-school by the staff.
- Bills show the number of sessions booked, the cost per session and the total amount payable. If there is any dispute about the fees charged parents should discuss this with the Leader or the Treasurer.
- If a child is absent through illness or on holiday, fees will still be payable as this keeps the child's place open for their return. If a parent knows in advance that their child will be absent for an extended period they should discuss this with the Treasurer who may, in exceptional circumstances, decide whether fees for that period can be waived.
- If a child does not take up a place, which has been booked for them, the pre-school reserves the right to make an administration charge.
- If a child does not settle in pre-school and the parents decide to remove their child either temporarily or permanently they should inform a Leader or the Treasurer so that bills can be amended accordingly.
- If a bill is not paid by the due date shown on the bill a reminder will be sent.
- Payment should be handed to the Leader who will make a record of receipt.
- Payment can be cash, direct payment via the internet or cheque (made payable to Whitley Lodge Under Fives) but direct payment or cheque is preferable, for administrative reasons.
- Parents should ensure that it is clear which child the payment refers to, putting the child's name on the reverse of the cheque or attaching the cheque to the bill are two ways of doing this.

- The pre-school will follow up any non-payment of fees as we rely upon payment to ensure the continuation of the pre-school.
- If, for any reason, parents are unable to pay their child's fees, they should discuss this with either the Leader or the Treasurer. We understand that sometimes circumstances may change and it is not the intention of this pre-school to exclude any child because of changed circumstances or financial difficulty. The Committee may, at their discretion, agree to waive fees where an individual case requires it.
- Parents are informed of the cost per session when they inquire about a place and also at the Open Day. Fees are reviewed annually and parents are informed in advance of an increase in fees.
- If the pre-school has to cancel a session, through circumstances outside of their control, parents will not be charged for this session.

This policy was read and understood by all staff.

Carol Shields.....
 Joanne Cameron.....
 Helen Graham-Potts.....
 Jayne Pronk.....
 Amy Kennedy.....

Staff meeting date – 4th September 2023

To be revised September 2024