



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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Reflecting on Quality
committed to improvement

General Welfare Requirement: Organisation: Buckden Pre-school Playgroup

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Pre-School Alliance

Administration: Fees and payment policy

October 2016

Policy statement

Buckden Pre-school Playgroup is a registered charity and therefore relies heavily on the prompt payment of fees in order to function. Late payment of fees adversely affects our cash flow and increases our administration costs.

This policy sets out how we issue invoices, collect payments and deal with late payments to protect the financial position of the Pre-School.

Procedures

- Fees are reviewed on an annual basis. Any increases will come into effect from the start of the term following the review.
- We charge a one-off registration fee at the time of application. This is £15 and includes a free Buckden Pre-School Playgroup T-Shirt and covers our administration costs.
- Fees for attendance are charged at an hourly rate of £3.95 per hour for 2 year olds and £3.90 per hour for 3+ year olds (from 01/09/15).
- Fees are payable for any hours a child attends which is not covered by Free Twos/ Early Years Funding, as detailed below.
- Invoices in respect of fees owing will be issued every half term.
- Late payment of fees will be subject to our procedures detailed below.

Free Twos/Early Years Funding

- We are registered on the 'Free Twos' funding scheme from Cambridgeshire County Council, for children aged between two and three. In order to receive this parents/carers have to be in receipt of certain benefits and must apply via the local Children's Centre.
- We are registered to receive Early Years Funding from Cambridgeshire County Council. Children are entitled to 15 hours per week of Early Years Funding, from the start of the term after they are three.
- The dates in the table below set out when a child is entitled to receive Early Years Funding. These dates are issued by Cambridgeshire County Council and Buckden Pre-school has no right to change or challenge them.

Children born between:	Become eligible for funding:
1 January - 31 March	1 April after their 3rd Birthday
1 April - 31 August	1 September after their 3rd Birthday
1 September - 31 December	1 January after their 3rd Birthday

- At the end of each term, parents/carers who are eligible to claim Free Twos Funding or Early Years Funding will be required to fill in a contract, issued by Cambridgeshire County Council, to agree their chosen pattern of hours for the following term. This contract is binding throughout that term and no amendments to the amount of funded hours being claimed can be made.

- If a parent/carer wishes to they may split their funding claim between two settings (e.g. us and a day nursery). They must declare this on their funding form.
- Any hour a child attends that is not covered by Free Twos/ Early Years Funding will be charged for at an hourly rate as stated above.
- If a child transfers to another setting Buckden Pre-school Playgroup is under no obligation to transfer any Early Years Funding it has received for that child. This will be done at the discretion of the Committee.

Sessions

- Preschool sessions are as follows:
 - 9am – 12pm
 - 9am – 1pm (including lunch club)
 - 9am – 3pm (with lunch club 12-1pm)
 - 12pm – 3pm (with lunch club 12-1pm)

Attendance

- Parents/carers must inform the Pre-School in writing of their preferred pattern of hours for each term in advance. If a contract for Free Twos/ Early Years Funding has been filled in parent/ carers this will be used as the agreement for the pattern of hours.
- 30 days written notice is required for any change of hours. If less than 30 days written notice is given fees will still be payable for the 30 day period.
- No changes can be made to claims for Free Twos/ Early Years Funding until the following term.
- All changes must be made in writing or they will not be accepted by the Pre-school.
- Fees are still payable if a child is off sick or absent due to holiday.

Invoices and payment of fees

- Fees are payable every half term in advance. An invoice will be issued during the second week of each half term, stating how many chargeable hours per week the child attends, and the fee amount for that half term.
- Payments made by cheque should be made payable to 'Buckden Pre-School Playgroup'.
- Payments can be made directly into the Pre-School bank account by bank transfer:
 - Account name: Buckden Pre-School Playgroup Association
 - Sort Code: 08-92-99
 - Account number: 65619999
- We will issue a receipt for all payments made by cash.
- We endeavour to bank all fees payments within 14 days of them being paid.
- Parents/carers are given 14 days upon receipt of invoice to pay.
- If a parent/carer is unable to pay their fees within these time periods then they must advise the Manager immediately and provide a genuine reason why they are unable to pay. In exceptional circumstances the Pre-School may agree to fees being paid by a payment plan.
- A payment plan is a plan agreed between the Pre-School and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer then Pre-School will implement its procedures on late payment of fees.

Late payment of fees

- If parents/carers have not paid within 14 days they will be issued with a written reminder to pay within 7 days, if payment is still outstanding after the further 7 days, the children of parents/ carers with overdue fees will be refused entry to the Pre-School.
- If fees remain outstanding by the end of this 21 day period, the Pre-School reserves the right to pursue the matter in the small claims court.

Refunds

- Refunds will not be made:
 - For absence through illness, holiday or other, apart from in exceptional circumstances and at the discretion of the Committee.
 - Where a child leaves or their sessions are reduced after an invoice has been paid, except at the discretion of the Committee.
 - Where a child is part-funded and part-fee payer when the Pre-School closes a planned session.

- Refunds will be issued for exclusively non-funded children (i.e. 100% fee payer) when the Pre-School closes a planned session.

Ad-hoc sessions

- If a parent/carer wishes their child to stay for any extra hours as a one-off they will have to agree this with the Manager or Deputy Manager beforehand.
- We operate within strict ratios of adults to children and therefore we cannot always guarantee there will be spaces available.
- Payments for these extra hours will have to be made at the start of the session in question otherwise the child will not be allowed to stay.

Further guidance

<http://www.cambridgeshire.gov.uk/childrenandfamilies/childcare/earlyyearsfunding>

This policy was adopted by _____ *(name of provider)*

_____ *(date)*

On _____

_____ *(date)*

Date to be reviewed _____

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

This policy will be reviewed annually