



## Fees Policy

Haselbury Plucknett Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met.

Our core sessions are:

9am - 12noon - morning (3hours)

12.00pm - 3.00pm – afternoon (3hours)

Fees: £4.50 per hour

If your child stays for lunch we require you to provide a packed lunch and drink.

All hours must be paid for either by means of Early Years funding or by cheque, cash, BACS or vouchers. We accept work scheme based vouchers. Should Haselbury Plucknett Pre-School have to close due to unforeseen circumstances we will continue to claim E.Y.E. and reserve the right to charge for any hours booked above the E.Y.E.

### **Sickness**

If a child is absent due to sickness or other reasons the fee will remain in place as the setting will have kept their place open. In the case of continuing illness please speak to the Headteacher as fees for such absences are at the discretion of Haselbury Plucknett Pre-School.

### **Holidays**

Haselbury Plucknett Pre-School is currently closed on all Bank Holidays and Inset training days thus no fee is charged for these days. If a child has a planned holiday that falls during our opening times fees will still be applicable.

### **Payment of fees**

Invoices are issued half termly in advance by hand at least two weeks before payment is due. However, a payment date will be clearly stated on the invoice. If you would like your invoices emailed to you please let us know. Fees should be placed in an envelope clearly marked with the child's name and amount enclosed and then the envelope should be handed into the School Office. Cheques should be made payable to 'Haselbury Plucknett C of E First School'. A receipt for fees paid will be given directly to parents. Payment can also be made by BACS or by vouchers (please ask for details).

### **Late payment of fees**

Fees should be paid within 7 days of the payment date given on the invoice. If payment is not made within this timescale a reminder will be sent to the parent/carer and payment should be received within 7 days of receiving this reminder. If fees continue to be outstanding the parent will be asked to come and discuss a payment plan with the Headteacher. If this fails to resolve the situation then proceedings through the small claims court will be instigated to reclaim the

outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving the 'Early Years Entitlement' will be able to remain at Haselbury Plucknett Pre-School for their funded hours.

Should a problem arise concerning payment of fees, parents should speak to the Headmaster as soon as possible to enable Haselbury Plucknett Pre-School to come to an agreement regarding payment. Confidentiality will of course be assured.

### **Early Years Entitlement (E.Y.E.)**

Haselbury Plucknett Pre-School are in receipt of E.Y.E. for three and four year olds. This is available the term following your child's third birthday and funding is also available for some eligible two year olds (please ask for a leaflet). E.Y.E. will fund a maximum of 10 hours per day, a maximum of 15 hours per week with a maximum of 570 hours per year. If your child is booked to attend term time only this equates to 15 hours per week for 38 weeks. To access this funding you need to complete an E.Y.E. registration form and provide a copy of your child's birth certificate or passport. Any hours booked above the E.Y.E. will be charge at the current hourly rate.

### **Working Tax Credit**

If you receive Working Tax Credit you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM revenue & customs (HMRC) website ([www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)).

### **Late Collection of Children**

We understand that sometimes people are late due to unforeseen circumstances. As any late pick-ups depend on the generosity of a teacher who will have to stay late to look after your children, we would appreciate it if you contact the school as soon as possible if you think you may not be able to collect on time. We reserve the right to charge if staffing costs incurred.

If a child remains uncollected at the end of the day and we cannot contact you or one of the child's emergency contacts, then we will be obliged to enforce our "Uncollected Child Policy" after 30 minutes.

Additionally, if children are consistently collected late, we may request that parents seek other arrangements for their children. We value our staff and the children in our care and are mindful of the impact of late collection on them both.

### **Termination of the Contract**

Haselbury Plucknett Pre-School reserves the right to terminate the contract without notice in the event of non-payment of fees following the non-payment procedure. At all other times 4 weeks' notice in writing will be given. If you wish to terminate your contract with Haselbury Plucknett Pre-School 4 weeks' notice in writing is required. If written notice is not received 4 weeks fees will be charged and E.Y.E. will be claimed.

**This policy was adopted at a meeting of the School Governors  
Held on: 25<sup>th</sup> September 2017**

**Signed on behalf of the Governors:**

This policy is reviewed annually. The next review is November 2018 or as and when information needs to be added or amended.