

Fledgelings Pre-School

Fee Policy-Statement of Interest

Policy Statement

It is the intention of the Pre-School management committee to ensure and protect the Pre-Schools continued financial viability. As a charity, Fledgelings Pre-School relies heavily on the prompt payment of fees in order to provide a consistent level of service to all parties involved with the setting.

Aim

To provide an effective system of invoicing and invoice management that is inclusive and sensitive to individual needs of all parties involved within the Pre-School community.

Method

Fledgelings Pre-School respects the confidentiality of all our users and will aim to seek a positive, realistic solution to any difficulties with payment of fees.

- As soon as fee invoices are available. We aim for this to be during the last week of each half term, an invoice will be emailed to all parents and carers.
- The invoice will contain information on who to contact to discuss the invoice if necessary and information on our various methods of payment.
- The invoice will contain a due date that the pre-school will expect payment of fees by.
- If any parents or carer of a child is having difficulty making payment then they will be advised to contact our office administrator or Pre-School manager to discuss the matter further.
- The pre-school will arrange a payment plan if required for any parent or carer struggling to pay their invoice in full by the due date.
- If a parent or carer does not contact our office administrator or manager to discuss payment of their invoice following the reminder invoice being issued, then a final reminder invoice will be issued and an additional late-payment charge of £15 will be added to the bill.
- If a parent or carer continues not to make contact with the pre-school to discuss payment of their invoice following the reminder invoice being issued, then a final reminder invoice will be issued and an additional late payment charge of £15 will be added to this final bill.
- Should fees continue to remain unpaid then the pre-school reserves the right to refuse admission to any non-funded sessions immediately and withdraw the offer of a place following both reminders unless payment is made,
- Any outstanding debt will be pursued via the Small Claims Court.
- If the non-payment policy has been invoked by an unarranged late payment then pre-school reserve the right to charge a deposit against any future late payment to be returned once the child leaves pre-school. Pre-school are entitled to any interest earned on this deposit during the time it is held.

Additional fees payable

- Collection of your child is at their pre-set finish time. If for any reason you are going to be late please contact the pre-school as soon as possible to advise them of your situation.
- If the pre-school has not been informed of any unforeseen difficulties collecting a child at their pre-set finish time, and the child remains uncollected after 15 minutes then an additional charge will be applied.

- An additional charge of £5 payable every 15 minutes after their pre-set finish will be applied to an additional invoice. This fee will be made to cover staff costs.
- If we have been unable to contact a parent or any of the named contacts for the uncollected child within 30 minutes of their pre-set collection time, by law, we are required to contact the Children's Social Care Team and activate our uncollected child procedure.

Covid 19

- In the event the Government requires the Pre-School to close due to Covid 19, fees will not be charged for the period we have to close.
- If there is a nationwide or area lockdown but the Pre-School is instructed to stay open, fees will be charged.
- If the Pre-School is instructed to close due to a positive case of Covid 19 requiring staff and children to isolate, then no fees will be charged for the period of isolation.
- If an individual child presents with symptoms of Covid 19 and they are sent home/ asked not to attend/ requested to arrange a test or isolate, fees will still be payable.
- If a parent /carer chooses to remove their child from Pre-School then fees will still be charged until the end of the half term as per the terms of registration.

This policy was adopted by	Fledgelings Pre-School
On	4 th November 2020
Date to be reviewed	October 2021
Signed on behalf of the provider	
Name of signatory	Rachel Bridge
Role of signatory (e.g. chair, director or owner)	Chair