



FUNDING & FEES

POLICY

AND

PROCEDURES

Updates	Who Updated	Comments
February 2019	Clare Croucher, Manager	



TABLE OF CONTENTS

INTRODUCTION	3
FEES.....	Error! Bookmark not defined.
PAYMENT OF BILLS	4
OUTSTANDING BILLS	4
WEEKLY PAYMENT	Error! Bookmark not defined.
DIFFICULTY PAYMENT	Error! Bookmark not defined.
NOTICE PERIOD.....	Error! Bookmark not defined.



INTRODUCTION

This policy has to be enforced to enable the pre-school to meet its running costs.

The Pre-school is registered to receive Early Years Education Funding (EYEF) for each child from the term after their third birthday and 2 year old Funding, for a total of up to 15 hours per week for 38 weeks per year.

However Oasis Preschool is open 39 weeks of the year and this extra week is used to cover staff training / inset days the sessions offered are during term time only.

To access funding, parents must sign a declaration and provide their child's birth certificate when the child starts at Preschool and annually during their time at preschool. If the form is not signed, the sessions will not be funded and parents will be charged the full amount (currently £8.00 per session for 3 year olds & £9.80 for 2 year olds).

Staff are to be notified of any absences or telephone call to confirm why a child has missed a session.

- Once a place is requested and confirmed for a child at any Session or Lunch Club, that place becomes payable **all term** through either EYEF, 2 year Funding or private payment.
- Fees will be waived if parents give at least two weeks' notice of absence in writing if the absences is:

Bereavement

Moving house (the child must be in attendance by the week following headcount week)

Bank Holidays/Polling Days

School non-pupil days/Staff training days

FEES

Fees will be set by the manager in accordance with the regional director and reviewed annually.

As at April 2017 these are:

£9.80 per session for children aged 2 years and £8.00 per session for 3-4 year olds not yet eligible for funding, or children who are using up their entitlement and require additional sessions. After school & Breakfast clubs are charged at £4.00 per hour.



PAYMENT OF BILLS

Fees are payable in advance; therefore bills will be given out at the beginning of each month and needs to be paid within 14 days of receipt and by the date stated on the bill.

OUTSTANDING BILLS

Should any bill remain outstanding after the payment due date has passed, in the first instance a verbal reminder will be given. If payment has not been received two weeks after the bill was due, a written reminder will be given together with the advice that if payment is not received within two weeks or by the end of term (whichever is sooner) then notification will be given on terminating all your child's sessions.

WEEKLY PAYMENT

If budgetary constraints make paying monthly bill difficult, then arrangements can be made for weekly payment. If you require to pay your bill in this way, please discuss it with the Pre-school at the beginning of the term. Under this arrangement, should fees become outstanding for 4 weeks then the child's place at privately funded sessions will be reviewed. This is in the interests of both Pre-school and the family involved. If fees continue to remain outstanding without a payment plan being agreed upon and kept to, written proceedings will be started as detailed above.

DIFFICUTLY PAYING

Notwithstanding the above, it is the aim of the setting to ensure that every child can continue to benefit from attending Pre-school. Therefore if parents are having any difficulty paying any bill they are strongly encouraged to let the manager know. A finance representative, the manager and the parent(s) can then meet with the hope of finding mutually acceptable terms to ensure the child's place at the setting remains secure.



NOTICE PERIOD

Paying parents must please provide one months' written notice of their intention to withdraw or reduce sessions from the setting. Fees are payable up to the date of withdrawal at the end of this notice period, even if a parent chooses not to send their child during the notice period.

Exceptions to this can be made, for example when moving house and completion dates are not finalised far enough in advance. Any circumstances that a parent feels may warrant an exception to the usual notice period **must** be discussed and agreed with the manager in advance. Failure to do so will result in the normal one months' notice being applied.

Funded spaces are now require to give 2 weeks' notice, as children will not be able to start a new setting until after this time