



# Fee Payment Policy

Date: 11<sup>th</sup> July 2014

Co-ordinator: Phern Beale

Review Date: July 2015

Approved by Mulberry Pre-School Committee:

## Policy Statement

Mulberry Pre-School is a charitable run organisation that is able to provide its service through fees payable from parents and carers and Nursery Education funding provided by Hampshire County Council.

This policy contains our terms and conditions relating to payment of fees, late payments, funding and the late collection of children.

## EYFS key themes and Commitments



Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Children learn to be strong and independent through positive relationships.

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

## Procedures

### Fees Payable

- Hourly rate: £3.60 (from April 2012). This rate applies to a child between the age of 2 years 9 months until funded.
- Hourly rate: £4.30 (from June 2014). This rate applies to a child who is an unfunded 2 year old until the age of 2 years and 9 months when the rate is £3.60.
- Fees are reviewed annually by the committee. These are calculated taking into account wage increases, lease costs, running costs and increases attributable to inflation.

- Fees will still need to be payable even if a child does not attend because of illness, holidays or any other reason. In the unlikely event that the Pre-School needs to close you will not be charged for this time. If you have already paid you will receive a refund on your next bill.

### **Childcare Vouchers**

- The pre-school is registered to accept childcare vouchers in payment for any fees owed. Parents/carers should contact the Pre-School Administrator for more information. At Mulberry Pre-School we are currently registered to accept the following vouchers:-
- Eden Red, Computershare, Sodexo, and Fidelti.
- If you are in receipt of any other child care vouchers then please come and speak to our Administrator who will be able to tell you if we can register them.

### **Funding**

#### **2 Year Old Funding**

- Funding is available for 2 year olds but this will need prior approval from Hampshire County Council. More information is available from the Pre-School Manager or you can visit hampshire County Council website on [www.hants.gov.uk](http://www.hants.gov.uk).

#### **3 and 4 Year Old Funding**

- All children will be eligible to receive funding from the term after their third birthday. For example: If a child is 3 years old by 31<sup>st</sup> August then he/she will be funded from 1<sup>st</sup> September. If a child is 3 years old by 31<sup>st</sup> December then he/she will be funded from 1<sup>st</sup> January. If a child is 3 years old by 31<sup>st</sup> March then he/she will be funded from the 1<sup>st</sup> April.
- Each child is entitled to a maximum of 15 hours funding per week (up to a maximum of 570 hours per educational year. Mulberry Pre-School will apply for funding on behalf of parents/carers, however, parents/carers must ensure funding forms provided to them are completed in full and returned by the agreed date. If this is not done, full fees will be payable. At the present time this is £3.60 per hour Any extra hours must be paid for. Parents/carers may qualify for Working Families Tax Credit or Child Care Tax Credit. Please contact the Inland Revenue on 0345 300 3900 or visit their website [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### **Payment Terms**

- Fees are payable in advance on a half- termly basis. If this is not convenient a weekly/monthly option is available on request. However this weekly/monthly plan needs to be agreed and signed by the parents/carers prior to their child starting at Pre-School.
- Parents/carers will receive an invoice or payment plan in advance for the period charged. All payments should be made in advance by the first day of the invoice period.

### **Late Payments**

- Mulberry Pre-School is a non profit making organisation and is unsustainable if fees are not paid on time. If payments are not made within 7 days from the issue of the invoice, the Pre-School reserves

the right to charge a late payment penalty of 10% of the due invoice. Mulberry Pre-School further reserves the right to exclude children until their invoice is paid in full.

**Late collection of child/children**

- Mulberry Pre-School reserves the right to invoice parents/carers if their child is collected more than fifteen minutes late. This invoice will state the time and date it relates to.

**If you have any concerns or problems with payments please speak to the Manager. All concerns will be dealt with confidentially.**

**Legal framework**

- Data Protection Act 1998
- Freedom of Information Act 2000.

This policy was adopted at a meeting of

Mulberry Pre-School

Held on

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Date to be reviewed

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Signed on behalf of the management committee

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Name and role of signatory

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