

## **Safeguarding and Welfare Requirement: Information and records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

# **Beech Green Nursery**



## **Fees and Charging**

### **Policy statement**

We aim to make our setting accessible to families in the community and therefore aim to ensure our fees are as competitive as possible. As a non profit making charity we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore the following policy will apply:

#### **Fees:**

If your child has reached the term following their 3<sup>rd</sup> birthday, you are entitled to 15 hours of funded pre-school education per week, where this available. A Nursery Education Funding Form will be given to you to complete and sign, once a place has been allocated to your child. If your child attends an additional setting that takes them over their 15 hours entitlement, you will be charged a rate of £5 per hour for any additional hours. The allocation of grant funding is not calculated by the setting but by the Local Authority. We will be able to let you know any additional costs you may incur when we receive your grant funding application form.

### **Procedures**

- All parents/carers will receive an invoice by the beginning of the first week of term if they have additional fees to pay.
- Fees can be paid in full or a payment plan can be agreed.
- Payment for fees can be made via BACS or by cheque or cash. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.
- Once payment has been received by cash or cheque, a receipt will be issued.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform the Business Manager and arrange a regular payment plan.
- Once a child has begun at Beech Green Nursery fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday.

### **Late Payment:**

- A 10% administration charge will be automatically added to all bills outstanding at the end of each term.
- Reminders will not automatically be issued. It is the responsibility of the parent to ensure fees are paid according to their invoice.
- In the event of a cheque being returned marked unpaid, a £10 administration charge will be incurred.

### **Late collection charges**

- If a child is not collected on time at the end of a session the setting will charge £5.00 for each 30 minutes delay (minimum charge £5.00) If a child is repeatedly being collected late, the Committee reserves the right to withdraw the places from that child.

### **Non payment of fees procedure:**

- A meeting to establish a debt recovery plan will be arranged with parent/carer and a member of the committee. This meeting will agree instalment amounts and frequency as agreed amongst all parties and deadline for completion. Arrangements will be confirmed in writing by the setting as soon as possible after the meeting.
- Parents will be informed that no additional hours can be booked until the outstanding debt has been cleared and that their child's place could be withdrawn at this stage. Hours covered by funding will be unaffected.
- If the debt still remains outstanding after the agreed completion deadline, the debt will be recovered by the setting through the courts.

**We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, parents or carers speak to a member of staff in confidence immediately as it may be possible to arrange a flexible payment plan.**

### **Notice Period and Conditions:**

The following point only applies to children that pay additional fees over their 15 hours entitlement.

- If a child leaves Beech Green Nursery part way through a term, the full fees for that term are still payable.

The following point applies to all children.

- If a child leaves Beech Green Nursery the grant funding authorities will be informed and funding will be transferred to their new setting where applicable.