



PAYMENT AND CHARGES POLICY

Member of staff responsible	Committee
Committee member responsible	Steph Gattenby (Chair)
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	January 2011

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	January 2010	Checked against PSLA guidelines.
1.1	February 2010	Small amendment re admin fee. Addition of write off amount & reclaiming unpaid fees.
1.2	February 2010	Clarification on timing of fees and late payments.
1.3	February 2010	Clarification re unpaid fees

Policy statement

Lydiard Millicent Pre-school is a registered charity and is not permitted to operate at a loss, nor to operate as a profit making organisation. We charge fees for each session of the Pre-school to cover our costs and to benefit children at the Pre School. This policy sets out the current charges made for each child attending the Pre-school and the timing of payments.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Registration

A one -off payment of £10 is required when a child is registered at the Pre-School. This non-refundable payment covers the cost of administration and a Pre school book bag when each child starts.

Charges for sessions

Lydiard Millicent Pre-school charges for each session are as follows:

	Under 3	3+
Morning (9.00 - 11.30 am)	£9.60	£8.83
Lunch (11.30 - 12.15 pm)	£2.80	£2.70
Afternoon (12.15 - 2.45 pm)	£9.60	£8.83

All children are eligible for nursery funding from the term after their third birthday. Each child is eligible for 5 sessions of 2.5 hours per week for 38 weeks of the year. The sessions attended may be spread across more than 1 setting. The fees charged by Lydiard Millicent Pre-school for 3 year olds are based on the nursery education grant, which is currently £3.46 per hour.

Costs for under 3s are slightly higher, to reflect the higher staff ratio required for this age group.

Parents are only invoiced for those sessions not covered by the nursery education grant. For example, parents of a 3 year old eligible for the nursery grant attending 5 morning sessions

per week would not need to make any additional payment, provided that the nursery education grant is not being claimed for sessions at other settings. Please note that the lunch time session does not attract nursery funding and is charged in full.

Timing of payments

Payments are due each term, based on the 6 term year. An invoice will be sent to each family and payment is due by the end of the second week of term. Payment by cheque is preferred, but cash payments are also acceptable. Please contact the Treasurer to arrange a cash payment, as staff are not permitted to handle cash.

Refunds

Refunds are not made for sessions missed by a child, for example, due to illness or holiday or for sessions missed because of the temporary closure of the Pre-school, for example, due to bad weather. This is because the Pre-school overheads such as rent and staffing costs still have to be covered. If the Pre-school is closed for more than 1 week (5 Pre-school days) the Pre-school committee will meet to review the situation. This does not imply that refunds will be made for closures that are longer than a week.

Non-payment of fees

Payment of unpaid fees will normally be pursued through the small claims court. In exceptional circumstances, the Committee has the authority to write off debts up to £50.00 of unpaid fees, at their discretion.

If payment has not been made by the end of a term (based on the six term year) then the child's place at pre-school will be at risk.

Changes to sessions/leaving the Pre-school

Unfortunately, we are unable to accommodate short term changes to Pre-School sessions such as changing from a Wednesday morning to a Thursday afternoon for one week only, as this makes planning appropriate staffing cover very difficult and increases administrative time and costs.

One term's notice (based on the 6 term year) is required if a child leaves the Pre-school. Any remaining fees will be refunded after this time.

Additional fees

The Committee reserves the right to impose additional charges for persistent late collection of children or for the non-collection of children, to cover the additional staff costs incurred.