

POLLYANNA PRE-SCHOOL FEES POLICY

Statement of Intent

It is our intention to make our setting affordable to families from all sections of the local community.

We aim to maintain long term financially sustainable, through charging parents/carers fairly and equally for their child's time at Pollyanna. Organised fundraising events and requests for voluntary contributions will also ensure that Pollyanna Pre-School is able to remain sustainable.

Procedure

- Fees are set by the Management Committee and reviewed annually.
- The fees for non-funded children and children taking additional hours are currently **£5.60** per hour.
- The charges apply to all non-funded children aged from 2 years, funded children who attend more than their funded hours per week and for any additional ad-hoc sessions.
- All regular sessions must be paid for, including Bank Holidays, inset days and in the event of child not attending due to illness or holidays.
- For children already attending Pollyanna Pre-School an invoice is issued prior to the start of each term, however, fees can be paid in whole or per half term.
- Fees must be paid half-termly in advance, unless agreed with the Administrator.
- When a child starts at Pollyanna, fees are payable by the first session attended.
- If payment is not received by the due date, then a payment request will be issued, requesting settlement within five working days. Failure to pay fees within this timescale will result in final demand letter asking for immediate payment together with a £10 administration charge.
- Continued long term non-payment may result in the child not being offered any additional sessions. The child will only be able to take extra sessions on the settlement of fees in full.
- Pollyanna Pre-School will take any legal action necessary in order to procure outstanding fees.
- If a child leaves unexpectedly, fails to take a place or extra hours allocated, it may mean that we have to turn away another child who could have been accommodated. As such, parents are required, wherever possible, to give half a term's notice for leaving Pre-School or decreasing hours, and the remaining half a term's fees are payable in lieu of notice.
- The setting currently offers a 15% discount on fees for siblings where at least two siblings are attending during the same term. Discount will be applied to the youngest sibling(s) subject to the older sibling being fee paying.
- Staff are entitled to a 15% discount for their children attending Pollyanna Pre-School.
- The setting asks parents to pay directly into the Pre-School's bank account, the setting also accepts childcare vouchers and tax-free childcare payments. If any of these are not possible, the setting is also able to take cash and/or cheques. Parents should speak with the administrator if they wish pay by childcare vouchers.

Difficulties with Fee Payment

- Anyone experiencing difficulties with payment should contact the Pre-School Administrator or Manager as soon as possible.
- To assist payment, the Pre-School may consider alternative payment methods such as payment by instalments.

Late or Non-payment of Fees

- If a cheque is returned by our bank unpaid ("bounced cheque") an administration fee of £10 will be charged.
- Fees are payable by the date/s specified on the invoice.
- A written reminder of non-payment will be issued within one week after the payment due date.
- If a final demand letter is sent, a £10 administrative charge will be added.
- Pollyanna Pre-School will seek legal advice to recover all outstanding debts.

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- We reserve the right to charge interest on any unpaid bills outstanding two weeks after bills are presented.
- We will at all times respect confidentiality and aim to work with parents/carers to reach a positive and realistic solution.
- Late payment may result in non-funded hours being withdrawn.

Government Funding

- Pollyanna Pre-School is registered to receive government funding for all 3-4 year olds and eligible 2 year olds.
- The dates determining eligibility for funding are set down by the Government in the SureStart Code of Practice. They are:

A child born on or between:	Will become eligible for funding from:
1 April and 31 August	1 September following their 2 nd /3 rd birthday
1 September and 31 December	1 January following their 2 nd /3 rd birthday
1 January and 31 March	1 April following their 2 nd /3 rd birthday

- Funded places are allocated in accordance with the Admissions Policy.
- When a child becomes eligible for a funded place at Pre-School, parents are provided with the appropriate funding forms to complete and return to Pre-School with appropriate identification (e.g. original birth certificate or passport).
- An eligible child can attend a maximum of 15 or 28.75 funded hours per week. This can be divided between providers if he/she is attending more than one setting, for a maximum of 38 weeks.
- Parents who feel they may be eligible for 2-year-old funding need to contact Bucks County Council.

Increasing Hours/Days

- If a parent/carer wishes to increase the number of hours their child attends Pollyanna Pre-School, he/she should speak to the Administrator or Manager. A place will then be allocated, subject to availability, under our normal Admissions Policy, with preference for extra hours given to funded children (note that this relates to the number of hours offered, not hours on specific days). If a child will be taking more or fewer funded hours, they will need to complete the appropriate funding amendment form prior to the child changing their hours.
- Upon request and subject to availability, funded children can attend more than their funded hours, charged at the current fee rate. Fees for additional hours must be paid half-termly in advance. Late payment may result in non-funded hours being withdrawn.

Late Collection of Children

- In the event of late collection of children, we reserve the right to charge parents for the additional hours worked by our staff for the cost of telephone calls, staff wages and an administration fee of £15 per 15 minutes or part thereof (see Non-Collection of Children Policy).

Review and Approval

This policy was adopted on: _____

Signed by Management Committee:  _____

Print Name: Carl Sautereau _____

Date of Renewal: September 2024 _____