**Fee Policy**

Chawton Pre-school is a non-profit making charity with many overheads, i.e. staff wages, rent, insurance etc. Our revenue is mainly generated by funding, grants and fees. Therefore, we rely on the prompt attention to the return of funding forms and the payment of fees to cover our overheads. Chawton Pre-school also actively fundraises for purchases of equipment, materials and visits.

**Statement of intent**

To ensure the viability of the Pre-School in respect of monetary issues, all fees must be paid or a payment agreement in place by the end of each term. It is our intention to be sympathetic to the needs of the children when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.

**Aim**

We aim to ensure financial stability of the Pre-School by having a fair and consistent process for pursuing non-payment of fees.

**Methods**

**Nursery Funding**

ChawtonPre-school has both funded and fee-paying children. We claim funding directly from the County Council, in relation to the Early Years Entitlement Funding. We invoice parents for the children who are not funded, or for children who have additional sessions above the allocated funded sessions.

Three and four-year-old children are funded by the Government to attend a Pre-School from the term after their third birthday. Each child is entitled to a maximum 15 hours per week for 38 weeks per year or 570 hours per annum, however some eligible families may be entitled to 30 hours per week or 1140 hours per annum. [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

This funding continues until the child starts primary school. The Pre-school Manager or Deputy will need to see proof of age, i.e. a Birth Certificate or Passport, for age verification to enable us to claim Early Years Funding.

Some eligible 2-year-olds may also be entitled to funding depending on the families’ personal circumstances. Funding details are on our Pre-School Website and Facebook Page as well as**:** <http://www.hants.gov.uk/eye>

**Session Fees**

Chawton Pre-school reserves the right to charge fees for any session not covered by Early Years Funding. The fees are currently **£6.25 per hour**.

The hourly fee does not cover lunch. This is to be provided by the parents.

* It may be necessary to charge a top up fee to cover additional hours/sessions not covered by the 570 hours of Early Years Funding.
* The Pre-School reserves the right to review these fees annually.
* Any fees owing will be invoiced for at the beginning of each term. Payments can be made weekly, monthly, half termly or termly in advance. Payments should be made by the date specified on the invoice. Payments can be made by BACs payment, cash or cheque to Chawton Pre-School. Cash payments should be placed in an envelope and clearly marked with the child’s name, amount and purpose. A receipt will be given for all payments received by cash or cheque.
* Should a child leave part way through the term, the invoice will remain outstanding and full payment will be required.

**Family Contribution Payments**

Chawton Preschool reserves the right to charge additional fees to support the funding gap between Early Years Funding and the cost of running the setting.

* The fee is currently £100.00 per child, per term.
* The Pre-school reserves the right to review these fees annually.
* Any fees owing will be invoices at the beginning of each term.
* Payments can be made weekly, monthly, half termly or termly in advance. Payments should be made by the date specified on the invoice. Payments can be made by BACs payment, cash or cheque to Chawton Pre-School. Cash payments should be placed in an envelope and clearly marked with the child’s name, amount and purpose. A receipt will be given for all payments received by cash or cheque.
* Should a child leave part way through the term, the invoice will remain outstanding and full payment will be required.

**Absences**

* Fees continue to be payable if a child is absent for sickness or holidays as our overheads remain the same. In cases of prolonged absence (over four weeks), parents should contact the Pre-school Chairperson, Treasurer or Manager about fee payment. Each child’s attendance at the Pre-school is conditional upon continued receipt of any necessary fees or funding. If the setting has to close due to an emergency (flood, power cut, snow etc) we will endeavour to refund your fees or offer parents alternative sessions however, we reserve the right to invoice as required where circumstances are beyond our control and the Pre-School would otherwise be financially unsustainable.

**Late Collection**

* Charges may be incurred for late collection of your child. This will be calculated to the nearest ½ hour period and parents will be invoiced accordingly.

**Change in Session/Hours**

* Parents will be asked their preferred session/hours at the start of every term.
* Parents should give a full half-term’s notice if a decrease in the number of sessions/hours is required.
* An increase in sessions, or a change of day will be subject to availability and must be arranged with the Pre-school Manager/Deputy.
* A half-term’s written notice is required to terminate your child’s place.

**Difficulty with Fee Payment**

* If a parent/carer has any problems regarding the payment of fees, they must immediately contact the Pre-school Manager or Committee Chair/Treasurer before fees mount up.
* In the event of a personal crisis and in exceptional circumstances, the Pre-School may consider the option of instalments. This will only be approved after consultation between the parent/carer and the Manager & Committee Chairperson/Treasurer.
* Unpaid fees have a detrimental effect on the Pre-school and must be resolved

**Late or Non-payment of Fees**

* Fees are payable by the date specified on the invoice.
* A written reminder letter or email for unpaid fees will be issued one week after the payment date has passed. We will allow a further two weeks to settle the fees due.
* A second written reminder letter or email will be sent at the end of those two weeks. We will allow one further week to settle the fees due.
* If non-payment persists, and no arrangements have been agreed and accepted by both parties, we reserve the right to withdraw your child’s place from the Pre-school.
* Such action will only be taken after full discussion with the parent/carer and after one week’s written notice.
* In the continuous absence of payment in full, action may be pursued through the County Court Legal System.

This policy was adopted at a meeting of Chawton Pre-school.





