

Charging and Payment of Fees Policy

Services for Parents/Carers and Families

There is no charge for parent support services such as welfare rights or parenting advice. Most courses run in the centre are free: participants are always notified in advance if there is to be any charge.

School Fund

At Kintore Way we have a centre fund that is used to pay for certain resources such as book bags for the children and small outings during the year. Parents are offered the chance to make a voluntary contribution to this fund. This is £10 a term.

Outings

Educational visits are an integral part of the school curriculum, so it is important that no child should miss out because of inability to pay. When a letter is sent out to parents and carers informing them of arrangements for an outing, the information may contain a phrase outlining the cost, and suggesting that parents may wish to make a voluntary contribution. It is not usual to expect parents who are accompanying the children to pay their own costs themselves.

Fundraising Events

The Centre organises fundraising events throughout the year. The focus of the fundraising is made clear to parents and carers. There is a balance of raising money for charities and the school fund during the academic year.

School Dinners

School dinners are charged at the current rate for school dinners for children who attend the nursery for additional hours outside of the 15 hours free entitlement, unless they have applied for and are entitled to free school meals. The application form, available from the office, gives details of which children and families are eligible to receive free school meals.

Top up Fees

All 2, 3-4 year old receive their 15 hours free entitlement.

Extended Day and Year Services

1) Breakfast and After School Club

During term-time, children can be brought to school early, at 8.15 and/or collected at 5.45, if booked into the Breakfast and After School Club. Bookings are made at the office, where a current charge list is available. Parents are given a termly contract, and are required to give two weeks notice in writing of termination of this contract. If a child is absent or sick, fees are still payable unless a child's sickness is certificated and exceeds one week. Payment of fees should be made 2 weeks in advance prior to the start date. Individual payment arrangements will be negotiated between the centre and parents/carers.

Fee collection must be made by standing order.

If the fees fall into arrears the Nursery school will notify the parents/carers and request immediate payment. If payment is not made immediately the place may be withdrawn.

2) Holiday Playschemes

During school holidays, a playscheme may operate for children up to 5 years of age, providing there is sufficient demand from regular attendees of the Nursery School , or the Breakfast and After School Club. This is a chargeable service: fees are payable in advance and are non-refundable. For one week play schemes payment of fees are to be made the week before the play scheme commence. For play schemes in excess of one week, fees must always be paid one week in advance.

Parents may be eligible to claim working family tax credit to offset the costs of these extended day and year services.

First Payment of Fees

For children attending the under 3's and do not qualify for the 15 hours free entitlement fees will be charged from the first day of settling. For children paying top up, fees are charged from the child's first full time day. All fees are to be paid two weeks in advance and all fees must be paid by standing order.

If a parent has any concerns about making payments for 1st fees by the due dates because they are returning to work for the first time and transferring from state benefits to working benefits they should make an appointment to see the School Business Manager immediately.

On-going Payment of Fees

All subsequent payments of fees **MUST** be paid weekly or monthly in advance. Payment must be made to the centre by bank standing order. The standing order form must be completed and submitted to the bank and this is a condition of the placement offer.

Fees are charged per calendar month and term time only

Fees are charged if your child is off sick and when they are away on holiday.

Non Payment of Fees

If you **DO NOT** make payments two weeks in advance, then your child will **NOT** be admitted to the Nursery School

If the standing order is rejected or returned by the bank unpaid, the full amount will have to be paid in cash. Your child WILL NOT be admitted until this payment has been made and the next month's fees paid in full in advance. You will be charged for the time your child does not attend.

If fees are in arrears you will be given two weeks to bring the account up to date and in advance. If you **DO NOT** make these payments your child's place will be withdrawn **immediately**.

If your account falls into arrears by more than one month your child's place will be withdrawn permanently.

If your account is in arrears at the time of your child transferring to the 3-5's your child will receive their free 15 hours entitlement, a full-time place will not be made available.

If you fall into arrears there will be an admin charge of £10 added to your fees.

Arrears will be pursued through the small claims court

Change of Place Type

After the first half term of attendance there will be a £15 administrative charge if a child's place type needs to be changed unless there are exceptional circumstances.

Annual Increase

All fees will be reviewed annually and increases will take effect on the 1st April of each year by the annual inflation rate as defined by the Bank of England. Reminder letters to inform parents will be sent out by the end of February together with standing order forms. These forms will need to be completed and returned to the Bank within 5 working days and this is a condition of the place.

Change of Fees

If the fees are to change for any reason other than the annual rise parent/carers will be given 3 months notice of the change.

Absence

If your child is absent for a week without notification, you will receive a letter regarding the child's absence. If after 2 weeks from the date of the letter there is no reply and the child remains absent, the placement will be withdrawn permanently. Fees will continue to accrue for the absence period.

Lateness

If your child is collected after their contracted time from any fee paying service a late payment charge of £20 per half hour may be payable.

Notice Period if a Child is Leaving

Parent/carers are required to give notice in writing one month before the child's leaving date. A child can leave within the one month's notice period but the parent/carer will be charged for the whole month.

Additional Circumstances – please note

If services are closed or reduced due to severe weather or other unforeseen circumstances beyond our control fees will still be payable. Every effort will be made to keep services running whenever possible and priority will be given to children whose parents are working or studying during centre hours.

Monitoring

The School Business Manager will ensure that accounts are monitored monthly and will inform the deputy head if any families are in arrears.

Links to other Policies

Attendance and Admissions.

Kintore Way Nursery School & Children's Centre

Policy Name

Charging and Payment of Fees Policy

**Adopted and signed on behalf of the Nursery School by the Governing
Body at the meeting on**

Finance and Resources Committee

Name of Governing Body Representative

Signature of Governing Body Representative

Date signed _____

Date to be reviewed: Summer 2019