

## 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.



## Fees, Charging and Non-Payment Policy Statement

At Crofton Early Learners Preschool, we aim to make our Pre-School as accessible to as many families in the community as possible. We therefore aim to ensure any fees/charges 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. This policy adheres to the standards regarding the Government Funding for 2, 3 and 4 year olds. Therefore, the following policy will apply:

### Fees

For those who are not eligible/claiming Universal or 30-hour funding

- £18 per 3-hour session (2/3/4yr olds)
- £6.00 Lunch Club per 1-hour session (parents to provide packed lunch)

Please note that BACS payments for registration are our preferred method of payment, please quote your child's name as reference.

### Payment Procedure:

- All parents/carers will receive an emailed invoice prior to commencement of each half term.
- Fees/charges should be paid in full within 14 days of invoice. (Please see Late Payment charge below.)
- Payment for all fees can be made via our preferred method of BACS, payment by cheque, childcare vouchers or cash for the exact full half termly. 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 by way of email will issue.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform the Finance Officer of the payment plan.
- Once a child has begun at Crofton Early Learners fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday. (Please ensure that you note the dates of half terms as these may differ from local primary schools.) This applies to pre-school sessions and pre-booked Lunch Club sessions.
- If a child will be absent because of holiday or illness, then payment for the missed sessions must be made in advance of the absence.
- A late payment fee charge of £5 will automatically be applied to outstanding fees.
- In the event of a cheque being returned marked unpaid, a £10 administration charge will be incurred.
- If payments are not made then the full amount outstanding will be due within 7 days of an overdue account letter. If payment is not received within 7 days of the overdue account letter then a final warning letter will be issued, if payment still remains outstanding following this letter then court proceedings shall begin. Court proceedings will incur charges to the parent/carer.

## Significant changes to attendance pattern

Notice of any changes by parents or carers in a child's attendance which affect staff to child ratios must be made at least three weeks before any changes are due to take place. Changes to lunch arrangements within the term will not be refundable.

Should changes in attendance be made by parents and carers within three weeks of notice, then a £25 administration charge will be made.

## Late Collection of a Child

Continuous late collection will incur a charge of £5 for the first 15 minutes per child, and a further £5 for every 5 minutes following.

## Notice Period and Conditions

- If you wish to cancel a regular lunch club booking or a paid day session half a term's notice (6 weeks) is required. This should be in writing preferably via email.
- Regular bookings will be charged in full if the notice is not given.

## Child leaving Crofton Early Learners:

- Six weeks' notice is required if a child is to leave preschool
- If six weeks' notice is not received, then 6 weeks' fees will be charged in lieu of notice.

## Funding

We are registered to provide the free Universal and Extended hours entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.

## Free-Early-Education Entitlement

For parents who receive government funding (either the 2-year old funding or when the child receives 3-year old funding) we will require a copy of your child's birth certificate to prove your child's date of birth. A parental contract will be drawn showing the amount of hours due to attend and this will be updated and require a signature at each funding block (ie each term).

## Covid-19 (pandemic)

Should a lockdown situation occur then any fees already invoiced are payable if the preschool remains open. The preschool reserves the right to make decisions on fees and sessions considering the preschool as a whole and the viability of the business during the pandemic.

This policy was adopted by

CEL TRUSTEES

On

23 NOVEMBER 2022

Date to be reviewed

JANUARY 2024