



# Information and Records

## 10.3 Fees

### Policy statement

At Fernhurst Pre-school it is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Procedures

- We are open for 38 weeks of the year and our opening hours are as follows: Monday – 9.00 am to 3pm  
Tuesday – 9.00 am to 3pm\*  
Wednesday – 9.00 am to 3pm  
Thursday – 9.00 am to 3pm  
Friday – currently closed  
\* for the older children only, 3 -4-year-olds
- Fees are due at the beginning of each half term and must be paid by the due date on the invoice
- Fees are payable in full in respect of any period of absence, due to: accommodation, staff and other overheads.
- All 3- and 4-year-olds are eligible for Free Entitlement Funding which entitles them to a minimum of 15 hours funded nursery education per week and a maximum of 24 hours at Fernhurst Pre-school, for a maximum of 38 weeks from the term after their third birthday. If a child is eligible for Free Entitlement, we will ask parents to complete a Parental Declaration in order for the setting to claim the grant on the parent's behalf.
- Each Free Entitlement (FE) place is completely free at the point of delivery therefore:
  - o there is no requirement for a child to access additional hours on top of the free hours.
  - o there is no charge for extra curricula activities (however a suggestion of a voluntary contribution may be made).

o We ask for a “Food and consumables” contribution every half term in line with the terms and conditions from West Sussex County Council

- Families whose children attend more than the Free Entitlement hours maybe charged for extra curricula activities.
- The setting receives nursery Free Entitlement (FE) for 2, 3 and 4 year olds via West Sussex County Council. The funding criteria is reviewed regularly and communicated via the Early Childhood Service which may be contacted as follows: <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/>
- We will give half a term’s notice of any increase in fees.
- We ask that parents give half a term notice for any reduction in the numbers of sessions their child is attending, or they will be liable for that half terms fees.
- If a parent intends to remove their child from the setting and they are in receipt of Government funding, we ask for 4 weeks’ notice.
- If a parent increases the number of sessions a child attends after the headcount date for grant funding, the setting reserves the right to charge for these additional sessions, on condition that parents are notified when reserving the increased sessions.
- We reserve the right to implement a weekly payment plan in specific circumstances where parents are experiencing difficulties in paying fees.

Parents can apply for two-year-old funding if the family is in receipt of any of the following benefits:

- o Income support
- o Income based job seekers allowance
- o Employment and support allowance
- o Guaranteed element of state pension credit
- o Child tax credit
- o Working tax credit

### **Disability Access Fund (DAF)**

3 and 4 year old children who are in receipt of the Disability Living Allowance (DLA) and are receiving FE are eligible for the Disability Access Fund (DAF). DAF is paid to the nominated provider of your choice. Parents must provide Fernhurst Pre-school with a COPY (no originals) of your child’s current DLA award letter in order for us to claim DAF.

### **Non-payment of Fees**

#### **Policy Statement**

It is our intention to pursue all unpaid fees through the County Court for the recovery of the setting’s money. We aim to ensure financial stability of the setting by having a fair and consistent process for pursuing non-payment of fees.

#### **Procedures**

- We fully inform parent/carers of the fee payment structure of the setting, in writing, at induction.
- We issue invoices to parents when fees are due. The invoice will give details of the session being paid for and the rate that is charged.
- If a family has used the services provided by the setting without payment or their payment has been dishonoured the setting will begin the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days, no further action will be taken.
2. If payment is not received a second warning letter will be issued asking for immediate payment, in full in seven days. If payment is received within seven days, no further action will be taken.
3. If after seven days full payment, or a payment plan, agreed by the setting's management, has not been received a final warning letter will be issued. At this stage, the child(ren) will be unable to use the services of the setting until payment is received in full. If payment is received within seven days, no further action will be taken.
4. If payment is not received within seven days the setting will immediately begin proceedings in the County Court for which we will charge an administration of £50 and all court costs.

This policy was adopted by	Fernhurst Pre-school	<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		