



Rushwick Pre-School Attendance and Fees Policy

Introduction

To introduce a fees policy and bad debt policy that is fair and reasonable for all families.

Rushwick Pre-School aims to keep overheads as low as practically feasible and keep our fees competitive, however, all fees **MUST** be paid for children in attendance. We believe this is fair and reasonable. We aim to prevent bad debts from accumulating wherever possible. This should ensure that the setting does not experience financial difficulties and so protects the interests of all who use the setting.

Methods

We recognise that the cost of registered childcare may seem expensive to a parent/carer. However, to provide a high quality, caring and safe environment for your children, we need to cover essential costs to ensure the sustainability of the Pre-School. We must ask that all parents/carers respect our policy in respect of fees.

The level of fees will be reviewed and set by the Rushwick Pre-School Management Committee in light of the setting's financial position, its future plans and any other economic considerations deemed relevant.

Fees

Our current fees are **£4.50** an hour. These fees are set and reviewed on an annual basis by the Management Committee.

You can claim up-to 15 or 30 funded hours a week from the term following your child's 3rd birthday. We aim to be as flexible as possible with these hours; the only restriction put on us by WCC is that they must be spread over a minimum of 2 days if claiming the full 15 hours entitlement. Worcestershire County Council only offer this funding for 38 weeks a year.

You can also claim up-to 15 hours per week funding for 2 year olds, subject to certain eligibility checks. Please ask a member of staff if you would like further information on this.

You will still be liable to pay fees if you take holiday during the term-time and due to sickness. Fees are still payable even if Pre-School has to shut due to unforeseen reasons, such as bad weather or due to insufficient staff cover due to external trips taking place.



Procedures:

- All non-funded sessions are invoiced termly in advance.
- Fees should be paid promptly and in full at the beginning of each term/half term or if paying by monthly instalments, on the date indicated on the invoice.
- If a parent/carer is having difficulty in paying their invoice in full by the date on the invoice they **MUST** discuss this with the Pre School Administrator when an invoice is issued. A suitable payment plan may then be agreed at the discretion of the Pre-School.
- *On each invoice it is made clear that payment is expected within 30 calendar days of the date of issue or on the date stated for monthly instalments.*
- If payment is outstanding after 30 calendar days, a reminder is issued to the parent/carer. If payment is still outstanding after 7 calendar days and we have had no communication from the parent/carer to explain why it has not been paid, we may ask parents to keep their child at home until the account is cleared.
- All accounts **MUST** be cleared 14 days prior to the end of term. Failure to pay will result in your child being unable to attend the Pre-School the following term.
- Late payments of fees will constitute a breach of the Pre-School childcare agreement and may result in the termination of your child's place at Rushwick Pre-School.

Overdue Account charges

- If your invoice is not paid after 30 days, a reminder will be issued asking for payment within 7 days.
- If payment is not received within 7 days your account will be passed to the Pre-School committee.
- If fees remain unpaid we may pursue a claim through the Small Claims Court to recoup the amount owed. Administration charges could be added to the fees outstanding.

We aim to be as flexible as possible regarding hours. But we do ask for at least 4 weeks' notice of any change to your sessions/hours. Changes will take effect from the following term or half term. If your child is to leave our setting, we ask for at least half a term's written notice. You will remain liable for fees if no notice is given. This is at the discretion of the Pre-School.



Signed on behalf of Rushwick Pre-School Management Committee

Name of Signatory: Chrissie Greenaway **Role:** Chair

Signature:

Childcare Agreement with Rushwick Pre-School

We thank you for your cooperation in this matter.

All parent/s/Carers of children who attend Rushwick Pre-School, must sign below to agree to abide by the terms stated within this policy.

Name of Child attending Pre School: -----

Parent/s name: -----

Parent/s Signature: -----