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**Guildhall Feoffment Pre-school & Nursery**

**Charging Policy**

**Aims:**

To make our Pre School and Nursery as accessible to as many families in the community as possible by ensuring that our fees are competitive. 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. Therefore, the following policy will apply:

**Registration:**

* A registration fee of £50 is payable once sessions have been agreed and is non-refundable. A retainer fee of £100 that is refundable upon entry for children that are not funded must be paid to retain a place. Once payments is received the child’s place is confirmed. If we have not received payment within 2 weeks, we will assume that a place is no longer required and the child will be taken off the register. No registration fee is required for funded only places.

**Funded Places:**

* Funded Places Funding is available for each child from the term following the child’s third birthday, for a total of up to 15 hours (universal) & 30 hours (from September 2017 if eligible) each week during term time. We also offer stretched funding for those parents wanting year-round provision.
* For the purpose of funding, terms are recognised as:
* 1 st September – 31st December
* 1 st January – 31st March
* 1 st April – 31st August
* Funding is also available for some 2-year-olds, providing they meet the criteria laid down by the Local Authority. We can signpost parents/carers for assessment of those criteria
* If using funded hours i.e., 30 hours, there is an additional charge for Lunch and High Tea. For more information see our 30hour contract or parents/carers can speak to the manager for details on supplying your own packed lunches and teas. (Please refer to our lunch box policy for more information)
* \* This meal package is deducted from fees in the event of holidays or illness.

**Non-funded Places**:

Children not eligible for funding, or who wish to attend sessions in excess of 15/30 hours per week, will need to pay the current fees established by the setting.

**Procedure:**

* Fees are due on or before the 1st of each month in advance. (There is the option to pay weekly before the Monday of each week if parents prefer. Parents/carers must discuss such arrangements with the manager.) Fees are charged as per the current ‘Preschool and Nursery Fees’ schedule, which can be found on the website. (Copies available upon request)
* Childcare Vouchers must be credited into our bank account by the 15th of the preceding month, and it is the responsibility of the parent/carer to ensure this is the case.
* It is preferred that parents/carers pay fees by bank transfer (BACS). If fees are paid by cash or cheque, there is a £5.00 surcharge for banking and administration fee. A £20.00 surcharge will be applied to cover bank charges for any returned cheques.

**Our bank details are as follows: Sort code: 60-04-16, Account number:91993776 Cheques** are to be made payable to ‘Guildhall Feoffment Pre-School & Nursery’. Vouchers are also acceptable as full or part payment against fees. Please ask for our registration number as we are already registered with companies who deal with this.

**Non-payment:**

* Overdue fees will be challenged, by the administrator who will ask for payment on the first of the month. If payment has not been received on the 1st, a follow up email is sent out. If there is still no payment made a telephone call is made to request that the invoice is paid that day. If it is not paid by the end of the that day a £25.00 surcharge will be added to the bill. If your child’s fees are still not paid within 5 working days, your child’s place will be terminated, and your child will lose their place. You will remain responsible for the unpaid fees.
* If you are in financial difficulties regarding payment of fees you must contact the manager as soon as possible to discuss the options available to you.

**Additional sessions:**

* If additional hours are required as ‘one off’s, and we have availability, these can be booked and paid for in the next invoice that is sent out or on the day.

**Notice Period:**

* If your child is leaving our setting, 4 weeks’ notice in writing to the manager is required. For government funded children transferring to another setting, please note that until the following term you cannot claim for funding at the new setting.

**Holidays and Sickness:**

* Fees remain payable during any periods of absence through sickness or holidays and includes when the nursery is closed.
* **Emergency Closure:** In unavoidable and exceptional circumstances, such as notifiable infection or consequential damage following a fire, it may be necessary to close all or part of the Pre-School and Nursery at short notice. In common with most settings, it is not the Pre-School & Nursery’s policy to refund fees in such circumstances.

**Pre-School & Nursery Holidays and Closures:**

* We are open all year round. The Pre-school & Nursery is closed for Christmas week, as well as all Bank Holidays. Parents/ Carers will be given advanced notice of these closures. Fees are still charged at normal rates except for funded only term time children and the week between Christmas and New Year.

**Non-Collection of Children and Late pick up:**

* Late pick up is charged at £5.00 for up to 10 minutes late and then after 10 minutes a £1.00 per minute applies. Please refer to policies
* Our setting is committed to safeguarding and promoting the welfare of the children, young people and adults at all times and expects everybody working within this setting to share this commitment.

Signed: T Bucher

Date: Feb 2023

Date of Review: Feb 2024