



Policy reviewed on 20.03.2017

### **Fees Policy**

**Aim: To ensure clear guidance is given on when fees are due and how much will be due. To outline the procedure should fees become overdue.**

The Universal Early years funding is currently available for the equivalent of 15 hours a week 38 weeks a year from the term after a child's third birthday. The "term" dates have cut off points as follows: Birthdays must be before 31<sup>st</sup> December for funding in the spring term, 31<sup>st</sup> March for funding in the summer term, 31<sup>st</sup> August for funding in the autumn term. Alternatively the funding may be stretched over the whole year (approx. 11 hours a week). There is a total fund for 570 hours of Universal Early Years Entitlement for each academic year.

Extended Entitlement is available where both parents(one if a single parent family)are working the equivalent of 16 hours perweek at minimum wage. The Extended Entitlement is currently the same amount as the universal EYEF enabling parents to access up to 1140 hours childcare a year for free.

Early Years Funding is available for places where a parent/guardian has filled in a claim form and provided proof of Date of Birth for the child for The Exwick Ark. A child may attend a preschool/ preschools for more sessions but the balance of fees due will be payable to the provider. For 2 year old funding for those on very low incomes funding evidence of the award is required before a child can start and also evidence of Date of birth and Name.

At The Exwick Ark fees are due for any sessions or childcare over and above the EYEF entitlement, 2 year old funding or Extended Funding. A bill will be presented to the parent/ guardian each month to be paid by the end of the month. A parent may opt to use one of our **Payment schemes on agreement with the Managers**; these include paying monthly and weekly. Payment is encouraged to be by Direct Bank Transfer (BACS).

The Exwick Ark is registered to take Tax free (Employer Deducted) Childcare Vouchers with several different schemes and to take Tax free childcare payments. Details of various schemes to help with childcare costs can be found on the government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Shortly before the end of the month and after the due date text messages are sent out to those with outstanding amounts on their accounts.



At the discretion of the managers if fees have not been received by the Friday after the end of the month invoiced a text will be sent out asking for the fees due to be paid immediately on return of the child to the Exwick Ark. If the child returns to The Exwick Ark and the parent has not paid, a letter will be sent home reminding them but also pointing out that the child will not be able to attend any non-funded places. Children will not be able to attend sessions for which we have not received payment or EYEF. Where fees are paid weekly or monthly again after two weeks non-payment a letter may be issued.

Late payment of fees may result in a child's place being withdrawn and offered to someone else. Non-payment of fees will result in a child's place being withdrawn and offered to someone else.

Parents /carers are asked to sign a contract committing to pay fees due to the Exwick Ark. 5 working weeks of notice needs to be given of a child leaving to give us a chance to fill the place. We reserve the right to charge the remainder of the five weeks fees if less than 5 working weeks of notice is given.

The Exwick Ark prospectus will be clear on how much fees are currently. Current fees are also displayed in the parent room.

Fees can be paid by cash, cheque, BACS, Childcare Voucher or Standing Order made payable to the Exwick Ark Limited. A receipt will usually be issued detailing what has been paid for payments received in the setting. Payments made electronically will not usually have a receipt issued. One may be requested.

Fees are payable for all sessions booked for the period of the invoice regardless of whether the child attends those sessions. If a child is absent they may arrange to attend another session instead provided there is space available. If a child is off long term sick then it is at the manager's discretion whether to charge fees. If a child is in hospital fees are waived.

Late collection of a child at the end of the nursery day will usually incur a charge of £25 for the first 15 minutes and £10 for every 15 minutes (or part of) after this. This is to cover costs incurred paying staff to stay beyond their usual working hours. See Collection Policy for further details. Late collection of a child during the nursery day will incur a charge as above unless a parent has called The Exwick Ark to agree the child can stay later than usual. If a child staying later than usual means that another member of staff is needed then the parent will be charged £25 for the first 15 mins and £10 for every 15 mins (or part of) after that.

Signed: