

# Bow Bears Pre-School CIO

## Funding and Fees Policy

### General Policy including Attendance

This policy has to be enforced to enable the pre-school to meet its running costs. The Pre-school is registered to receive Early Years Education Funding (EYEF) for each child from the term after their third birthday and 2 Year Old Funding for eligible 2 year olds, for a total of up to 15 hours per week for 38 weeks per year. We are also registered to accept the extended entitlement (30 hours) for those who are eligible. The sessions offered are during term time only, from 9.15 until 3.15. To access funding, parents must sign a declaration and provide their child's birth certificate when the child starts at the group and sign the headcount claim termly. If the form is not signed, the sessions will not be funded and parents will be charged the full amount (currently £12.48 per session for EYEF & £15.12 for 2 Year Old funding). Any absence must be notified in writing to confirm why a child has missed a session.

- Once a place is requested and confirmed for a child at any Session, that place becomes payable **all term** through either EYEF, 2 Year Old Funding or private payment. Actual bills are **not** attendance dependant.
- Fees will be waived if parents give at least two weeks' notice of absence in writing.

### Authorised absences include

Sickness of child/parent/sibling

Annual leave (two weeks maximum per year)

Bereavement

Medical Appointments

Moving house (the child must be in attendance by the week following headcount week)

Closure of the setting due to unavoidable circumstances (e.g. burst pipes, severe weather conditions, health and safety)

Unable to travel from outside Bow village boundaries due to severe weather conditions

### Unauthorised absences include

Parents training

Transport problems

Unexplained absence

Bank Holidays/Polling Days

School non-pupil days/Staff training days

Choosing not to travel within the Bow village boundaries due to severe weather conditions.

## **Fees**

Fees will be set by the Trustees and reviewed annually. As at April 2021 these are:

- £3.80 per hour for children not yet eligible for funding, or children who are using up their entitlement elsewhere.
- For members of staff whose children attend the setting, fees will be reduced by 50% for any hours not covered by funding.

## **Late Fees**

From September 2021, we will operate a late fees policy for children that are not collected at the allocated time. All parents/carers will be given a five minute grace period on late collection of their child. If your child has not been collected 5 minutes after the session has ended (12.20pm or 3.20pm) then a £10.00 charge will be levied and a further £10.00 for every ten minutes or part thereof after this time.

## **Payment of Bills**

Fees are payable in advance; therefore bills will be given out at the beginning of each term and should be paid within 14 days of receipt and by the date stated on the bill. Those wishing to pay only one bill per term must please settle their accounts in full by this date. The bill will give the fee-payer the option to defer **only the second half of the term's fees** until a given date after the half term holiday. Again, this second payment must be made by the date given.

## **Outstanding Bills**

Should any bill remain outstanding after the payment due date has passed, in the first instance a verbal reminder will be given. If payment has not been received two weeks after the bill was due, a second verbal reminder will be given together with the advice that if payment is not received within two weeks or by the end of term (whichever is sooner) then written reminder proceedings will commence.

- In the unfortunate event of written reminder proceedings becoming necessary, all letters will be sent through the postal service using Recorded Delivery. We (Bow Bears Pre-School CIO) will issue in the first instance a written overdue account reminder. This will be followed by a written second warning of monies outstanding. This will be followed by a written Final Demand which will include notification of a child's non-funded sessions at the setting being terminated and County Court proceedings being started for recovery of monies owed.

## **Weekly Payment**

If budgetary constraints make paying a half-termly bill difficult, then arrangements can be made for weekly payment. If you require to pay your bill in this way, please discuss it with the Pre-school

Manager at the beginning of the term. Under this arrangement, should fees become outstanding for 4 weeks then the child's place at privately funded sessions will be reviewed. This is in the interests of both Pre-school and the family involved. If fees continue to remain outstanding without a payment plan being agreed upon and kept to, written proceedings will be started as detailed above.

### **Difficulty Paying**

Notwithstanding the above, it is the aim of the setting to ensure that every child can continue to benefit from attending Pre-school. Therefore if parents are having any difficulty paying any bill they are strongly encouraged to let the Manager know. A Trustee representative, the manager and the parent(s) can then meet with the hope of finding mutually acceptable terms to ensure the child's place at the setting remains secure.

### **Notice Period**

Parents must please provide one months' written notice of their intention to withdraw a child from the setting. Fees are payable up to the date of withdrawal at the end of this notice period, even if a parent chooses not to send their child during the notice period. Exceptions to this can be made, for example when moving house and completion dates are not finalised far enough in advance. Any circumstances that a parent feels may warrant an exception to the usual notice period **must** be discussed and agreed with the Administrator in advance. Failure to do so will result in the normal one months' notice being applied.