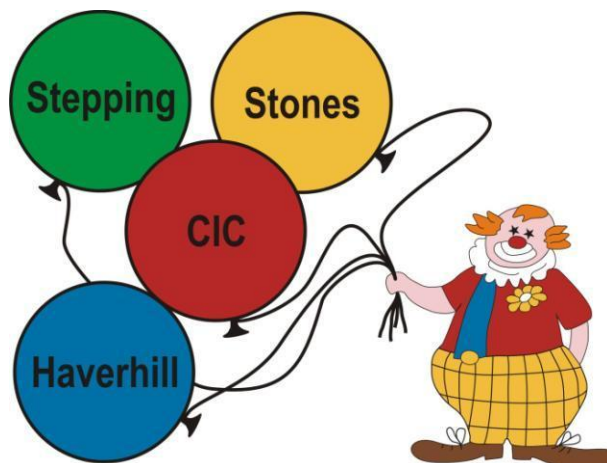


General Welfare Requirement: Documentation

Providers must plan & organise their systems to ensure that every child receives an enjoyable & challenging learning & development experience that is tailored to their individual needs



Administration

40. Fees

It is our intention to make Stepping Stones Childcare & Education CIC accessible for children and their 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting each other	3.3 The Learning Environment 3.4 The wider context	

Procedures

- The session fees are currently £5:20 for 2 year olds and under & £4:00 for children 3 years and over.
- Sessions run from 08:45 11:45 & 11:45 – 14:45 Monday – Friday
- Lunch is between 11:45 – 12:15
- We run out of school care 07:45 – 08:45 & 14:45 – 17:30 this can be extended with prior arrangement (Fees currently £3:50 for 3's and over & £5.20 per hours for 2's and under)
- From the term after a child's 3rd birthday are paid for by the Government funding grant scheme for 15 hours per week and also a provider for the 30 hours free childcare – these hours can be stretched to cover holiday clubs.
- The grant comes directly to the preschool and the parents/guardian will need to sign a form at the beginning of each term. This is to verify the number of session being taken at Preschool, the number of sessions taken at other settings, and all other relevant details including date of birth.

- A **'Fee's Payment Agreement'** will be sent out each term with your invoice. This will be your contract of payment with the pre-school which will mean your fees will be due on agreed payment dates.
- Payments can be made by cheque, cash or via internet banking. All cash must be in a sealed envelope with child's details on front. Cash will be checked with two members of staff present.
- It is possible to pay in instalments and the invoice is designed for this purpose.
- As sessions are pre-booked your child is assured a place, however this means that all absences due to illness, holidays etc, must be paid for. If there is a problem, which results in long term absence the pre-school will do it's best to help.
- Occasional extra sessions can be paid for on the day, if space and adult ratio allows.
- Once your sessions have been allocated you are confirming the accept those sessions. Please This system had been introduced to ensure that all parents are in agreement with the sessions allocated to them and committed to honour payment.
- All missed sessions (once booked) must be paid for.
- Once invoiced any changes made will be subject to an administration fee.
- We accept childcare vouchers

Late payment of fees

- Once invoice is issued you are contracted to pay them on time. We are a charitable organisation and therefore rely on fees as our only income. The pre-school now has a procedure in place for late fees which will mean a £50 fine will be added to your invoice.
- If any parent/carer encounters difficulties meeting the costs please speak to the manager and we will do our best to work out an alternative payment arrangement. If payment is not forthcoming after a reminder has been sent and alternative arrangement have been made, then the preschool operates a policy that a child will only be entitle to sessions covered by the nursery Grant Scheme. This will continue until the payments are received and up to date.
- If your child is not in receipt of Grant Nursery Funding and you encounter difficulties meeting the costs please speak to the manager; you child's placement within the nursery will be at risk.
- We will seek to recover bad debts and use HMRC (Small Claim County Court Services)

Please note that all staff should read and be aware of the MASH & LADO posters within the setting.

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.