

## **General Safeguarding and Welfare Requirement: Information and records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting.

### **St Margaret's Pre-school LACEBY**

## **Fees Management**

### **Policy statement**

St Margaret's Pre-school has a strict policy on Fees Management which is:-

### **No Pay, No Play**

The payment of fees needs to be timely and parents/carers are reminded of the contract that is signed on registration at St Margaret's Pre-school, with regards to payments.

Payment ensures your child's place within Pre-school remains available to you and your child.

**All outstanding fees (including lunch fees) must be paid by the end of each half term.**

### **Sessions:**

Morning session times:

Monday - Friday

09:00-12:00

Lunch breaks:

Monday, Tuesday, Thursday, Friday

12:00-12:45

Afternoon session times:

Monday, Tuesday, Thursday, Friday

12:45-15:45

### **Fees:**

All morning and afternoon sessions are charged at **£13.00** per session for 3 to 4 year olds and **£16.00** per session for 2 year olds.

Lunch breaks are charged at **£3.00** per break.

### **Procedure:**

- All parents/carers will be provided with information of what fees are due (if any) before their child starts Pre-school.
- All parents/carers will be invoiced within the first week of each new half term (if fees apply)
- Payments will be expected to be paid weekly, monthly or in full by the end of each half term.

- Payments can be made in cash, online or cheque directly to the member of staff on door duty. Or via your child's book bag in an envelope. (Cheques are to be made payable to St Margaret's Pre-school).
- Alternatively parents may wish to set up payment schemes through their employers. (Please speak to the manager to see if this applies to you).
- All payments made will be recorded and receipts given out. No receipts given for online payments.
- Two weeks before the end of the half term, reminders will be sent out to parents of outstanding balances and the date in which payment **must** be made.
- Failure to make adequate payments on time (by the end of the half term) will result with the following:

#### **Non Funded Children:**

- Within one week of starting the new term, if payment is not made, your child will not be permitted to attend any further sessions at Pre-school, and your child's registration will be suspended until payments are made.
- A meeting will be arranged (within 1 week) with the parent/carer, committee chair and manager to reach an agreement with regards to payments. (Payment plans may be available, subject to the individual situation).
- Failure to come to any agreement with regards to payment will terminate your child's registration and their place in Pre-school will be withdrawn.
- Debt collection proceedings will commence to recover all monies owed.

#### **Funded Children:**

- Within one week of starting the new term, if payment is not made, your child will not be permitted to attend their additional sessions (Including lunch breaks) at Pre-school. These sessions will be suspended until payments are made.
  - If you access the 30 hour funding and your eligibility lapses, you will be liable to then pay these fees yourself.
  - A meeting will be arranged (within 1 week) with the parent/carer, committee chair and manager to reach an agreement with regards to payments. (Payment plans may be available, subject to the individual situation).
  - Failure to come to any agreement with regards to payment will terminate your child's additional sessions and these will be re-allocated.
  - Sessions will be offered that fall in line with the local authority funding guidelines. (Subject to space availability).
  - Debt collection proceedings will commence to recover all monies owed.
- 
- Should payment for the half term be made in full and subsequently the parent/carer withdraws their child from Pre-school giving the requested notice of two school weeks, over payments will be reimbursed accordingly.

## Legal framework

- Late Payments of Commercial Debts (Interest) Act 1998
- The Late Payment of Commercial Debts Regulations 2002

## Further guidance

- Guidance on abiding by the relevant legal framework can be found at [www.legislation.gov.uk](http://www.legislation.gov.uk), or [www.hse.gov.uk](http://www.hse.gov.uk), or other government websites.

This policy was adopted/reviewed on \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_