



This policy relates to all the EYFS key themes and commitments and the general welfare requirements

6. Administration

6.2 Collection of Fees and Unpaid Fees Policy

Policy statement

It is our intention to make our setting accessible to children and families from all sections of our community. We aim to work together with families to ensure that they can access the services we provide within a set framework.

Procedures

Opening Hours and funding

- Rascals Pre-School Playgroup is open Monday & Tuesday 9.30am – 3.30pm and Thursday & Friday mornings from 9.30am to 12.30pm, 38 weeks of the year, term time only. All children are entitled to funding from the Government of up to 15 hours per week from the term after their third birthday and some families are entitled to 30 hours of funding per week if they meet set criteria. Rascals can only offer a maximum of 18 hours per week subject to places being available. West Sussex County Council offer free entitlement to some children under 3 who meet certain criteria relating to household income and certain benefits and this is available for children the term after their second birthday.

Calculation of fees

- Fees for children not yet eligible for the funding are calculated at £6 per hour. Rascals is open for 38 weeks of the year and each term may vary in length depending on the number of weeks we are open. Fees are calculated based on the usual number of hours of care provided for your child per week for the number of weeks per individual term. The cost is per term and therefore bank holidays, sickness absence and closure days are still due.

Acceptance of your place at Rascals

- Once we have received your written acceptance of your place at Rascals the first terms fees will become due at the beginning of the first term you are with us. If you decide to withdraw your acceptance within the term leading up to your start date the first terms fees will still be due if we are unable to fill this place at short notice. We are a non-profit making group and vacant places would affect our financial situation greatly.

Snack Contribution

- Although we do not include a charge in our fees for snacks provided to the children, we do ask for a voluntary contribution at the beginning of every term to cover the costs. This amount may vary but you will be informed at the beginning of every term.

Methods of Payment

- Children are registered for a number of hours per week with fees payable on a termly basis at the start of each term. Fees can be settled on a Termly, Half Termly or where requested on a Weekly or Monthly basis. We prefer that fees are paid directly into our bank account.

- For families with Twins or Triplets attending our setting a payment plan can be arranged to spread the payments. Please talk to us if you require this facility.

Absence and fees payable

- Fees must still be paid if children are absent for a short period of time for example holidays or illness. This is because the setting will still have a requirement to meet the cost of rent, wages and other overheads. If your child has to be absent over a long period of time please let us know.

Notice period

- Families are required to give us one months notice prior to moving their child away from the setting, whether they are fee paying or in receipt of free entitlement from West Sussex County Council. Parents sign their agreement to this within our registration form.

Closures and fees payable

- There may be odd occasions throughout the year where Rascals will be closed including Bank Holidays. If we are closed for a Bank Holiday, fees are still due as the fees are calculated on a termly basis and staff, premises and other costs are still payable by us.
- However, there may be occasions where fees will be waived for closures, such as:
 - Severe weather conditions which make it unsafe for us to access the premises
 - Staff sickness/absence which results in us not being able to meet the necessary adult:child ratio as required by Ofsted and the EYFS.
 - Use of the hall by the Methodist Church
 - Closure as instructed by Government in the case of a Pandemic.

Financial Support

- Details of financial support can be found at www.hmrc.gov.uk or from the Family Information Service within the West Sussex County Council website.
- The Government are now offering a Tax Free Childcare scheme and 30 hours free childcare scheme. A website to support parents/carers in calculating what help they are eligible for can be found here: www.childcarechoices.gov.uk/

Non payment of fees

- Non payment of fees will be dealt with promptly and any arrears must be paid before the next term. We realise that this may be a temporary problem but it is important that you discuss the matter in private and in confidence with us as soon as possible in order that we can support you in arranging payment of the outstanding fees.
- Where no payment of fees has been made for 3 weeks an informal invitation to discuss the matter will be offered. Following this discussion any agreement reached regarding payment will be put into writing.
- If agreement isn't reached, we reserve the right to withdraw access to non-funded hours for your child.
- If discussion is declined, an agreement is not reached, or if a payment method is not committed to, after a further 3 Weeks, the Pre-School Manager will inform the parent/carer in writing that no further non-funded hours will be available to their child. This results in your child losing those hours at Rascals.
- If the issue remains unresolved, we will seek legal advice.
- We will at all times respect confidentiality and aim to work with parents/carers to reach a positive and realistic solution. If you ever have any concerns regarding the payment of your fees please speak to us.
- Should a family default on their fee payments and fees remain outstanding when the child leaves

without attempts being made to clear the debt, we reserve the right to decline future requests for a place for younger siblings. We also reserve the right to offer places for immediate family members on a weekly fee basis only. If these payments are defaulted at any time, we will inform the family that the place will be withdrawn if no further payments are made within 7 days.

Further guidance

- www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/
- <https://www.childcarechoices.gov.uk/>
- <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

This policy was adopted at a meeting of	Rascals Pre-school Playgroup	name of setting
Held on	<hr/> 19 th January 2023	(date)
Date to be reviewed	<hr/> January 2024 or before	(date)
Signed on behalf of Rascals	<hr/> Tracey Hubbard	
Role of signatory (e.g. chair/owner)	<hr/> Manager	