



## CHARMINSTER PRE-SCHOOL

### Information and Records

#### 10.14 Fees Policy

##### Policy statement

The fees, per hour, will be kept in line with the amount received per hour in funding from DCC, and will be agreed by the committee. All parents/carers will be notified in advance (via email, newsletter or letter), of any increase in fees.

Parents/carers will receive invoices in advance of the half term showing amount due and by what date the fees must be paid by.

**Payments are to be made by cash, cheque, voucher or BACS by the invoice due date.**

If this system proves difficult then the issue should be raised with the Administrator, Pre-school Leader or Treasurer, who may seek approval for alternative payment terms from the Committee. If a Payment Plan is approved by the committee, the parent/carer must sign the Payment Plan Agreement and abide by its terms.

All payments should be returned in an envelope with the Remittance slip and handed to the Pre-school Leader, Deputy Pre-school Leader or the Administrator. The Administrator will process the payment and pass it to the Accounts Administrator. All cash payments will receive a receipt. You may request a receipt or confirmation email for any other payment (cheque, voucher or BACS) at the bottom of the Remittance slip.

**All fees must be paid in advance BEFORE the end of the previous term/half term or in accordance with the Payment Plan Schedule.**

##### Procedures

Charminster Pre-school does not charge for sessions missed for the reasons stipulated below; however, it is the responsibility of the Parent/Carer, not the Pre-school staff to inform the Administrator of the sessions missed.

- 1. Illness:** Children suffering from the following contagious diseases must not attend Pre-school as long as they are infectious, and therefore sessions missed due to these illnesses are exempt from payment:

Chicken Pox	Measles	Mumps	Scabies
German Measles	Whooping Cough	Impetigo	Swine Flu
Sickness	Diarrhea	E. coli	

- 2.** If a child has a hospital appointment, then fees will not be charged for the session missed as long as an appointment card is shown as evidence.

3. If a child suffers from Asthma, then sessions missed due to Asthma attacks are not charged for.
4. The Administrator should be notified on the Absence form if a child is absent for any of the above reasons. Sessions missed for any reason other than those listed above must be paid for.
5. **Absence forms for illness are available from the Administrator or Pre-school Leader and are available to download from the Fees page on our website: [www.charminsterpreschool.co.uk](http://www.charminsterpreschool.co.uk)**
6. Due to our charitable status, fees will **not** be refunded in the event that the Pre-school has to close due to bad weather or other reasons specified in the Emergency Closure Policy.
7. **No child will be able to attend any unfunded sessions without payment in advance.** Payment may be made in full or in payment plan instalments if the relevant paperwork has been submitted and a payment plan has been approved by the committee. If an instalment is missed the child may attend the sessions already paid for, but all unpaid and unfunded sessions will be withdrawn with immediate effect after this.
8. Any outstanding fees may be sought through the small claims court.
9. If a cheque is not cleared by the bank, then the cost of the bank charges will be incurred by the parent/carer.

**Exclusion policy following non-payment of fees:**

10. **No child is able to attend any unfunded sessions without payment in advance (payment may be made in full or in payment plan instalments if the relevant paperwork has been submitted and a payment plan has been approved by the committee).**
11. The child's unfunded sessions/hours will be withdrawn with immediate effect. Re-admission to Pre-school will then be dependent on outstanding fees being paid in full and the availability of sessions.
12. In cases of difficulty parents are advised to discuss the matter at the earliest opportunity with the Administrator, Treasurer, Chairperson or Pre-school Leader.
13. **Written notice of one month is required if places at the Pre-school are no longer needed.**  
**Please ask the Administrator or the Pre-school Leader for a Notification of Leaving form, or download one from our website (*please see the Admissions page*).**

## Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

## Further guidance

- Information Sharing: Practitioners' Guide (DfES 2006)

**Failure to comply with policies, procedures and legal requirements that safeguard children constitutes gross misconduct and will result in the disciplinary process commencing.**

This policy was adopted at a meeting of **Charminster Pre-school** *(name of provider)*

Held on 16<sup>th</sup> October 2014 *(date)*

Date to be reviewed August 2015 *(date)*

Signed on behalf of the provider

Name of signatory

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

**Reviewed date:**

**Signed:**

**Name of signatory:**

**October 2014**