



Overton Preschool & Playgroup	
Policies and Procedures Document	
Title	Fee Payment Policy
Version	1.5
Date	23 October 2014
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Approved By	
Signature	

Version History		
Version Number	Created/Updated By	Comment
V1.0		First version created
V1.1	Katie O'Brien	Added Version History; Updated 'Methods' section to include referral to Late Fees and Bad Debtors policy
V 1.2	Laura Harrison	Update logo; Add section regarding collection of fees for 39 th week of the year for funded children
V1.3	Katie O'Brien	Update logo; Text amend from staff
V1.4	Katie O'Brien	Update URL
V1.5	Sarah Hands	Added late payments section



Statement Of Intent

Overton Preschool Playgroup aims to run as a non-profit making charity. Its survival is dependent upon timely receipt of fees from parents, as there are many outgoings including wages, rents and other operating costs.

Methods

Fees are invoiced and are payable half termly by cheque, bank transfer or with childcare vouchers.

Payment is due within two weeks from the date of the bill. The Late Fees and Bad Debtors policy will be applied in the case of non-payment within the time limit, continually late payments and bad debtors. This could result in the loss of fee paying hours and/or the place being reallocated at the next half term.

(Arrangements can be made with the Overton Preschool Playgroup leader to pay weekly.)

Refunds

It will not usually be possible to refund fees if Overton Preschool Playgroup has to be closed due to unforeseen circumstances, such as adverse weather conditions.

Refunds cannot be given for non-attendance e.g. if a child is on holiday or unwell.

Notice

If a child is to be withdrawn from Overton Preschool Playgroup or reduce their hours, half a term's notice must be given in writing or the parent/guardians will be liable for the half term's full fees in lieu of notice.

Fee review

Fees will be reviewed annually (in March) for the forthcoming academic year but may also be reviewed during the year if circumstances dictate.

Parents will be informed of the rates on the application form for sessions for the following year.

If fees need to be changed within the academic year the Preschool Playgroup will give half a term's notice of change of rates.

Free Early Years Education

All children qualify for Free Early Education Funding from the term after their third birthday (cut off dates for qualification apply). Funding is currently available for up to 30 hours each week for eligible children.

Certain families may also be eligible for 2 Year Old Early Years Education. Families who are eligible should make the Overton Preschool Playgroup manager aware on application. For more information, please go to:



<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/fr eechildcare/eyefunding>

However, the Free Early Education Funding is for 570 hours a year (1140 for children receiving 30 hours), which is equivalent to 15 (30) hours a week for 38 weeks. Overton Preschool Playgroup opens for 39 weeks, shutting on inset days in line with Overton Primary School. This means that children who attend on days where the inset day's fall may only attend for 38 weeks, but children who attend on other days will actually attend for 39 weeks, which is one week without funding. Affected parents/carers are required to pay at the current rate for the unfunded hours, at the start of the relevant term. As with any fees, this can be paid in instalments with agreement.

Any parent/carer with any problems or concerns with regard to payment of fees should contact the Overton Preschool Playgroup Leader to discuss the matter and each issue will be considered on its own merits.

The Overton Preschool Playgroup will also accept payments through any voucher schemes that operate including:

Busy Bees
Care -4
Computer Share
Co-operative
Edenred/ACCOR
Fair Care
Kiddivouchers
Sodexo

Late fees

It is extremely important to Overton Preschool Playgroup that we do not place families in a position of financial difficulty and therefore we follow a clear procedure in the unfortunate situation of a parent falling into arrears with their fees. Our procedure for unpaid fees is as follows:

- A missed payment will be discussed in confidence with the parent and a verbal contract will be made with regard to outstanding fees and agreement made as to how these fees will be paid. This will be acknowledged by formal letter. If the payment is not paid in full a further formal notification will be provided to the parent and a meeting arranged to discuss the issue in more detail with the parent.
- If the payment is not received in full by the deadline specified, steps will be taken to recover the outstanding amount by making a claim to the Small Claims Court for reimbursement. The child/children will be permitted to attend for funded hours only until the debt is cleared.

Overton Preschool Playgroup is committed to work with any member who experiences financial difficulty according to an agreed payment plan being adhered to.