



Fees and Payment Policy

Version no: 0.4

Version Control:

Version Number	Purpose/Change	Author	Date
0.1	Initial draft – To be approved by Committee	Melanie Nadin	25/01/2019
0.2	Changed wording	Claire Saunders	27/2/2020
0.3	Changed wording for chairperson and email. Added item to change of permanent hours	Claire Saunders	11/09/2020
0.4	Adding information regarding 30 hours and Think 2 funding.	Nicola Johns	11/09/2020



Fees and Payment Policy

The aim of this policy is to provide information to parents of children attending Hixon Preschool about our funded hours, late payments/outstanding fees, request of permanent or ad hoc change in hours and unforeseen circumstances.

Funding

Children from the age of 2 can attend Hixon Preschool, the parent is responsible for the fee unless the child is in receipt of Think2 funding.

Children who are 3 or 4 years old are entitled to 15 hours of free education for 38 weeks of the year, term time only and we follow the same term calendar as St Peters Primary school as we are located on their site. This is effective the first term after the child's 3rd birthday. This will be one of the following - September, January or April.

30 hours funding maybe available for children who are aged 3 or 4 if your circumstances qualify, you can check if you qualify using the childcare choices website

www.childcarechoices.gov.uk

Children who qualify for funding can attend more than 30 hours a week, however, the parent is responsible for the cost of additional hours over and above the 30 free hours.

Any funding codes/vouchers for 30 hour funding or Think2 funding should immediately be emailed to our Finance Director Nikki Johns, njohns@hixonpreschool.co.uk so we can process these as soon as possible allowing the funded hours to be agreed. Any Think 2 or 30 hour funding needs to be requested before the start the term as we are unable to apply for these funding types once a term has been finalised with Stafford County Council.

Late Payment and Outstanding Fees

Unpaid fees will follow our late fees process:

- Any fees not paid within 14 days will have a late payment charge of £5 added to the bill on a rolling monthly basis.
- If the fee is outstanding for over 30 days from invoice date, we will reduce the child's hours to basic funded hours (15 hours) until the outstanding fee has been paid. If your child is under 3 and **not** in receipt of Think2 funding Hixon Preschool reserve the right to refuse admission to the child until the outstanding fees have been paid in full.
- If the fee remains outstanding for over 60 days from invoice date, Hixon Preschool reserve the right to refuse admission to the child until the outstanding fees have been paid in full, during this time the place may regrettably be given to another child on our waiting list and you will have forfeited your child's place at the Preschool.
- If parent(s) anticipate any difficulty in paying fees, it is essential that this is discussed with Nikki Johns, Finance Director. In cases of genuine hardship, it may be possible to arrange a payment plan, this must however be negotiated between the Finance Director and parent/carer in advance and the decision by Hixon Preschool is final.



Change of Permanent Hours

Our staffing levels are determined by the number of children that we have on our register, we ensure there are adequate staffing levels on each day based on the number of children and their ages in accordance with government guidelines. Changes to permanent hours should follow the following procedure:

- A permanent reduction in hours (including a child leaving Hixon Preschool) requires at least 30 days written notice to be sent to info@hixonpreschool.co.uk.
- If the 30 days notice hasn't been received prior to the reduction in hours/child leaving preschool, then we will provide an invoice for the chargeable hours that the child would have attended preschool during those 30 days.
- A permanent increase in hours requires at least 30 days written notice to be sent to info@hixonpreschool.co.uk.

Additional Ad Hoc Hours

To request ad hoc hours the parent/carer is required to complete the 'Ad Hoc Hours' form and hand into a member of Hixon Preschool staff, providing at least 48 hours notice (working days) prior to the extra hours the child is to attend.

Ad Hoc hours must be agreed by the preschool manager.

- Any agreed additional ad hoc hours will be invoiced and must be paid for at least 24 hours in advance prior to the child attending.
- Failure to pay within the agreed timescale, will mean that the child will not be able to attend the ad hoc hours requested.
- Any agreed additional ad hoc hours will incur a £2.50 admin fee which will be added to the invoice.

Unforeseen Circumstances

- Swapping days due to illness/holidays is not permitted and fees will not be refunded for any missed days. This includes trip days.
- If the Hixon Preschool has closed due to adverse weather conditions or any other unforeseen circumstance, due to maintaining staff ratios we will be unable to offer an alternative day for children to attend, however, the day/half day will be removed from the monthly invoice.

Hixon Preschool is a not for profit organisation and one of our financial aims is to ensure we do not make a loss at the end of each year. Each year our budget is carefully planned according to the number of children we have and the fees we will charge to cover building rent, insurances and staff wages along with all the other expenditure necessary to keep Preschool running. The aim of Hixon Preschool is to provide an affordable service to local children and families. However, this can only be fulfilled if we have enough income to cover our outgoings. We will pursue parents for full payment of fees and aim to collect fees as efficiently as possible.