



## **FEE POLICY**

Footprints operates on the days and time below:

Monday	9.15 – 13.45	4 ½ hrs
Wednesday	9.15 – 13.45	4 ½ hrs
Friday	9.15 – 13.45	4 ½ hrs

Footprints is registered to participate in the Free Entitlement Scheme and all children are eligible to receive the entitlement the full term (not half term) after their 3<sup>rd</sup> birthday. The Nursery Grant operates for 38 weeks of the academic year.

Fees payable for the current year are published in the prospectus and the fee procedure.

The fee structure will be reviewed on a regular basis and any changes will be put before the committee.

### **Notification of Changes in Fees**

Parents/carers will be given one month's written notice of any changes to the fee structure during the course of the academic year.

### **Payment**

Fees are payable monthly in advance on the first Monday of each month. A child's attendance at Footprints is conditional on continuing payment of fees as requested.

No fees will be payable if a child is in hospital. Any payments already made will be set against fees becoming due, or if requested in writing, a refund will be made.

If a parent/carer is unable to make a payment on the due date, a Footprints Leader or a member of the Committee should be consulted. If the problems persist, the matter will be referred to the Committee.

### **Non Payment of Fees**

#### **Statement of intent**

It is our policy to pursue all unpaid fees through the County Court for the recovery of the pre-school's money.

#### **Aim**

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

#### **Methods**

In order to achieve this aim the pre-school will:

- At induction fully inform parents/carers of the fee and payment structure of the pre-school.

- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged.

If a weekly payment plan is agreed between a family and the pre-school Fees administrator the pre-school reserves the right to withdraw that facility if weekly payments are not made. If payments are not paid, as agreed, the full amount outstanding will then be due within seven days of the issuing of an overdue account letter.

If a family has used the services provided by the pre-school without payment or their payment has been dishonored the pre-school will follow the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) in full within seven days. If payment is received within seven days no further action will be taken.
2. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days plus a £10 administration fee. If payment is received within seven days no further action will be taken.
3. If after seven days full payment or a payment plan, agreed by the pre-school's management, has not been received a 'Final Warning' letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within seven days no further action will be taken.
4. If payment is not received within seven days the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend at County Court, costs will be applied at a rate of £20 per hour.

## **FEE PROCEDURE**

### **Fees**

For the current academic year fees see the prospectus

### **Payment of Fees**

Parent/carers will receive a written statement of fees payable during the week prior to them becoming due.

Fees will be collected by a member of the committee on the due date.

Payment by cheque made payable to '*Footprints Pre-school Playgroup*' is preferred.

A receipt will be issued to any parents/carers who require one.

### **Free Entitlement**

South Gloucestershire Local Education Authority operates Free Entitlement for those settings registered with Ofsted. **Every child becomes eligible for Free Entitlement the term after their 3<sup>rd</sup> birthday.**



Free Entitlement covers a free nursery/preschool place up to 15 hours per week and is paid direct to the setting. As Footprints operates 13½ hours per week, once a child becomes eligible for the Free Entitlement there is generally no fee to be paid to Footprints. There can be a payment as the Free Entitlement may occasionally not be in line with the sessions of the setting. The Free Entitlement has a limit on the maximum sessions claimed for each term. For more information please speak to our Administrator.

South Gloucestershire LEA publishes eligibility criteria at the beginning of April each year.

Once a child becomes eligible for Free Entitlement, a form and documentation will be given to their parent/carer at the beginning of the Autumn, Spring and Summer terms. Forms will be issued by and should be returned to the Administrator who is responsible for the Free Entitlement at the setting.

Date reviewed..... 5<sup>th</sup> June 2017