**CHARGING POLICY**

Funded Places Funding is available for each child from the term following the child’s third birthday, for a total of up to 15 hours each week during term time. (From September 2017, some working families may be eligible for 30 hours per week). For the purpose of funding, terms are recognised as:

1st September – 31st December

1st January – 31st March

1st April – 31st August

Funding is also available for some 2 year olds, providing they meet the criteria laid down by Cornwall Council. Parents/carers will be notified directly by Cornwall Council if they are eligible for this funding. However, if your child is unable to attend any of these funded sessions, you will need to inform the setting of the reason for their absence and a likely return date. Regular absence without good reason, is likely to result in the funded place(s) being withdrawn.

**Non-funded Places**

Children not eligible for funding, or who wish to attend sessions in excess of 15 hours per week, will need to pay the current fees as set down by the setting.

**Procedure:**

- all parent/carers will receive an invoice at the beginning of or before, each term.

- the invoice will give details of the sessions being paid for and the rate being charged.

- the invoice will invite payment in a number of ways:

* Weekly in advance
* Monthly in advance (due date each month will be indicated)
* Half-termly (due date indicated)
* Termly (due date indicated)

- If a weekly/monthly payment plan is agreed between a family and the pre-school, the pre-school reserves the right to withdraw that facility if the weekly/monthly 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.

If payment is not made by midnight on the due date, then an administration charge of £10 will be added to your account each week until payment is made.

Terms and conditions:

**▪ Holidays.**

There will be no charge for sessions whilst your child is on holiday for a minimum of one week, providing we have had at least 2 weeks notice in writing. (A form is available for you to complete). However, payment is required for occasional time taken (i.e less than a week).

**▪ Sickness/hospitalisation.**

If your child is absent from pre-school due to illness or hospitalisation, then payment is expected for the first week. Thereafter, no charge is made for subsequent time off.

**▪ Hospital appointments.**

If you know your child has a hospital appointment and will be requiring time off, providing you have given us a minimum of 2 weeks notice in writing, you will not be charged. (A form is available for you to complete).

**Non-Payment of Fees:**

It is our intention to be sympathetic to the needs of your child(ren) when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due. Unpaid fees have a detrimental effect on the pre-school and it is not a situation which we will leave unresolved. Therefore, if you are, for any reason, unable to pay the fees due, please speak to the manager or deputy manager advising them of your particular circumstances. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that **all outstanding fees must be paid.**

If the agreed payment structure is not honoured then the following procedure will be followed:

1) A reminder will be issued (verbal or written) and a charge of £10 will be added to your account each week until the agreed payment is made.

2) If no response is received, an ‘overdue account’ letter will be issued, asking for full payment within seven days. If payment is received within seven days, then no further action will be taken.

3) If payment is not received at this stage, we may inform you that your child(ren) will be unable to attend their non-funded session(s) until full payment has been received.

4) If this position remains unresolved at the end of the current term (or the agreed period of time) the child/ren’s non-funded place(s) will be cancelled and offered elsewhere.

5) In the continuous absence of payment in full, steps will be taken to recover the full payment (i.e. the outstanding balance plus all accrued costs) through the English legal system. The Treasurer and Chair of the Pre-school Management Committee will be kept informed of the position at all times and will be paramount in any decisions or action applied.

6) If steps 1 – 2 have already been used for one payment period, then these steps do not have to be repeated for a following payment period for that same person. Step 3 may be instigated immediately upon the payment structure not being honoured.

**EYFS key themes and commitments**

|  |  |  |  |
| --- | --- | --- | --- |
| **A unique child** | **Positive relationships** | **Enabling environments** | **Learning and development** |
|  | **2.1 Respecting each other** |  |  |

**Next review date September 2024**

**Signed………………………………………………………………..……………… Position……………………………………………**

**Date**