



4.02 Fees (including appendices 4.02a, b and c collection letters)

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community by using open, fair and clearly communicated procedures.

Schedule of fees

- Our hourly rate for all children is £5.50. This means that each three hour morning or afternoon session costs £16.50 and a lunch club session costs £5.50.
- There is a late collection fee of £5.00 per additional 15 minutes or part thereof at the end of each session.
- A late payment fee of £25.00 may be added to an invoice if fees are not paid within two weeks of the invoice date and no prior arrangement has been made.
- No refund will be given for periods when your child does not attend due to illness, holidays or any other reason.
- We are closed on bank holidays and for school holidays as notified; no refund is given for this closure as this has already been taken into account when calculating your child's fees.
- We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

Procedures

- The administrator will send out invoices.
- We invoice for fees within 2 weeks of the start of each full term. The invoice makes clear that fees must be paid within 7 days from the invoice date unless prior arrangements have been made. If fees are not paid within two weeks of the invoice date and no prior arrangement has been made, then a late fee of £25.00 may be added to the invoice.
- When fees are received in cash a receipt is issued and the money is stored safely in the office until it can be banked.
- Fees can be paid directly into the Playschool bank account and the Administrator monitors these and chases up arrears.
- If fees are not received within 7 days a reminder is sent out (appendix 4.2a) asking for payment within 7 days.
- If, after 7 days, payment has still not been received a letter is sent out asking that payment be made within the next 7 days (appendix 4.2b). The letter specifies that after this time the child will not be allowed to attend Playschool until payment is made. A late payment fee of £25.00 is added to the invoice at this stage.
- At this point a final reminder is sent (appendix 4.2c). If payment is not received within another 7 days Playschool then reserves the right to remove the child from the register.
- Playschool reserves the right to take legal action to secure unpaid fees.
- If a child is leaving playschool there is a notice period of 4 Playschool weeks (holidays not included in the 4 weeks). All fees remain payable during this time.

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 21/05/2020 (date)

Signed on behalf of the provider

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees

Appendix 4.02a – Reminder

Dear

Date:

FEES – REMINDER

Our records show that we have not yet received your payment for this term’s fees of £.....

Please could you ensure that we receive payment within the next 7 days. If you have any queries or concerns about your invoice please do not hesitate to speak to us in confidence.

Appendix 4.02b – 2nd reminder

Dear

Date:

FEES – 2nd REMINDER

Despite a reminder we have still not received payment for this term’s fees of £..... A late payment fee of £25.00 has been added to your invoice, which now stands at £..... If there is a problem with payment please let us know as soon as possible, otherwise please ensure that we receive full payment within the next 7 days. Failure to do so will mean that your child will not be allowed to attend Playschool until payment is received.

If payment is still not received after a further 7 days we reserve the right to remove your child’s name from the Playschool register.

Appendix 4.02c – Final warning

Dear

Date:

FEES – FINAL WARNING

I am sorry to see that we have still not received payment from you for this term’s fees of £.....

As stated in our previous reminder, your child will not be able to attend Playschool with immediate effect. Should we receive the full payment within the next 7 days they will be allowed to return to Playschool. If, however, payment is not received their name will be removed from our register and legal action may be taken.