



## 12 Fees Policy

This policy was adopted by *Westbrook Little People* in September 2021

### Policy statement

All children attending Westbrook Little People receive government funding, the term after their third birthday, (please note this is subject to cut off dates, ie 3 years old before 31<sup>st</sup> August for Autumn term funding, 31<sup>st</sup> December for spring term funding and 31<sup>st</sup> March for summer term funding), the government funding entitles them to 15 hours of sessions within the setting. Any additional hours will be charged at a rate of £5.25 per hour. Any children two to three years old will be charged at £15.75 per session or £5.50 per hour. Two year old funding is available for those who meet specific criteria, please ask for further details. If two year old funding applies, confirmation will be required. Under 2s are charged at £6.00 per hour

All children expected to pay fees will receive an invoice, as soon as the term begins. The invoice will clearly set out how much is required and by what date, usually the second Friday into the term. Parents/carers will be expected to pay for the coming half term, on average this is around six weeks' fees in advance.

All fees must be paid by cash or bank transfer by the specified date, cheques can no longer be accepted.

Failure to pay will result in the child's place being reviewed.

### Procedures

- If your child is entitled to a government funding, you will be given a form to fill in and return to the setting by a specific date. Please ensure this is filled in correctly. This will ask for your child's details and how many hours you will be applying for funding for, i.e., how many hours per week you would like your child to attend the setting for the whole term.
- Please note that the government funding form is termly, once it is filled in it is only valid for that specific term. Please include any provisional places to cover both half terms. Any additional sessions required after the date specified (headcount day) will need to be paid for at normal fee rate.
- If your child is not entitled to a government funding yet or they attend the setting for more than 15 hours per week, your child will be given an invoice at the beginning of the term, you will be expected to pay in advance for half the terms fees, approximately six weeks. We ask that for security reasons you pay directly into our bank account or if that is not possible by cash by the specified date. We can no longer accept cheques.
- Your child's sessions are subject to payment, failure to do so will unfortunately result in the review of your child's place. In the event you are unable to pay, or there will be a possible delay in payment, please ensure you discuss this situation with the Early Years Manager or Business Manager as we may be able to assist with a payment plan.

- If, for unforeseen circumstances, you need to change your child's sessions, we will try to accommodate your request. We cannot guarantee this, as we have a responsibility to honour our waiting list and are responsible for keeping within realistic childcare ratios.
- If for any reason you feel the invoice is not correct please speak to the Early Years Manager or Business Manager, do not be tempted to change it as this creates errors on our accounting system, if your invoice is incorrect we will issue you with a new one.
- If your child misses any sessions, due to weather, illness or holidays, there will be NO refund given except in exceptional circumstances defined by the setting.
- If your child changes settings during the term, we are able to transfer funding once the new setting has provided written confirmation of the amount owed.
- In case of unforeseen circumstances, such as a national lockdown (Covid-19) refunds will be given for fees paid in advance.