

## Childcare Payment and Finance Policy

### Principles

Portchester Community School has a payment policy in place to ensure the efficient collection of fees. We want to maintain a competitive pricing structure, and one way of helping us do this is to reduce the costs associated with late payment of fees. As such we operate a robust collection policy.

Parents and guardians need to be aware that accepting an Early Years place within our childcare provision necessitates payment for the place not only when the child attends, but when the child is absent for family holiday, sickness or some other reason.

We do recognise that parents may experience financial hardship from time to time; however, we believe that allowing a debt to accrue worsens rather than assists in this type of situation. If at any time you are unable to pay please contact a member of staff immediately.

### Practices

Fees are charged monthly in advance and must be paid by the first day of the month to which they relate. Payments must be made directly to the school via telephone or visiting the main school reception. Please do not give payment to any Early Years provision i.e. Nursery Pre-School or OSCAS

Please note debit/credit cards will incur a handling fee

Fees are still payable if your child is absent

Minimum of four weeks notice required for any changes to session days and times or a £10 administration fee will occur

Minimum of four weeks notice is required to stop sessions; otherwise one month fees in lieu will be due

If the school closes any Early Years setting (e.g. for heavy snow or lack of heating) parents will be offered additional time in the setting at no additional charge. There will be no reimbursement of childcare fees. The Community Leader will discuss re-imburement with parents of children attending full-time

If payments are not received within 30 calendar days of invoice date the following will apply:

We reserve the right for your child to be refused admission without prior notice.

A reminder letter of outstanding invoice will be sent out. After an additional seven days a second letter sent will be sent if no payment has been received. If payment is not received within seven days of the third letter being sent the child's place will be stopped and the outstanding debt passed to Hampshire County Council Legal Team.

A £10 administration fee will be charged on a weekly basis for any late payments, which will be added to your next invoice.

A fee of £25 will be charged if a direct debit is cancelled or a cheque is stopped or returned and requires reinstating.

If full payment is not received within two months of invoice date procedures will begin at the Small Claims Court

Our childcare provision closes promptly each day at 6pm. If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the setting until the last child has been collected. Any parent/carer who is late collecting their child will have to pay a charge which helps to cover the additional staffing costs incurred for this reason. The charge is £10 for the first 10 minutes, with an additional £5 for every 5 minutes thereafter.

Any additional charges are per child and will be added to the next invoice.