



Fees Policy

Aim: To ensure clear guidance is given on when fees are due and how much will be due. To outline the procedure should fees become overdue.

The Early years funding is currently available for 15 hours a week 38 weeks a year from the term after a child's third birthday. The "term" dates have cut off points as follows: Birthdays must be before 31st December for funding in the spring term, 28/29th February for funding in the summer term, 31st August for funding in the autumn term.

Early Years Funding is available for places where a parent/guardian has filled in a claim form and provided proof of Date of Birth for the child for the Exwick Ark. A child may attend a preschool/ preschools for more sessions but the balance of fees due will be payable to the provider.

At the Exwick Ark fees are due for any sessions or childcare over and above the EYEF entitlement. A bill will be presented to the parent/ guardian at the end of each half term to be paid in the first week of the following half term. The bill will be one half of the fees due for the whole term. The fees must be paid during that first fortnight of each half term. A parent may opt to use one of our **Payment schemes on agreement with the Managers**; these include paying monthly and weekly.

The Exwick Ark is registered to take Tax free (Employer Deducted) Childcare Vouchers.

At the discretion of the managers if fees have not been received by the Friday of the second week back after half term/ the holiday a letter will be sent out asking for the fees due to be paid immediately on return of the child to the Pre-school. If the child returns to Pre-school and the parent has not paid, a letter will be sent home reminding them but also pointing out that the child will not be able to attend any non-EYEF places. Children will not be able to attend sessions for which we have not received payment or EYEF. Where fees are paid weekly or monthly again after two weeks non payment a letter will be issued.

Late payment of fees may result in a child's place being withdrawn and offered to someone else. Non-payment of fees will result in a child's place being withdrawn and offered to someone else.

Parents /carers are asked to sign a contract committing to pay fees due to the Exwick Ark. 5 working weeks notice needs to be given of a child leaving to give us a chance to fill the place. We reserve the right to charge the remainder of the five weeks fees if less than 5 working weeks notice is given.

The pre-school prospectus and Parent Handbook will be clear on how much fees are currently and how many weeks in each academic year the fees are due. Current fees are also displayed in the parent area.



Fees can be paid by cash, cheque, BACS, Childcare Voucher or Standing Order made payable to the Exwick Ark or by cash. A receipt will be issued detailing what has been paid for.

If a child is absent they may arrange to attend another session provided there is space available. Fees are payable for all sessions booked for the half term regardless of whether the child attends those sessions. The sessions booked are those on the invoice provided in the last week of the previous half term. If a child is off long term sick then it is at the managers discretion whether to charge fees. If a child is in hospital fees are waived.

Signed:

Date: Feb 2010

To be reviewed annually