



Briary Pre-School

Together we play learn and achieve

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Fees Policy

It is our intention for the pre-school to produce timely and accurate invoices, to ensure fees are paid by required payment dates and to facilitate the full operation of the pre-school as a Charity and ensure its sustainability.

Fees

Our fees are reviewed based on the financial needs of our business, and other factors that might influence an increase, such as national minimum wage increases and economic factors. The Briary Pre-school Committee and Pre-school Manager has responsibility for reviewing the fees together and setting the charges. Please see the attached 'Fee Structure' information which is also displayed on our notice board and website.

The pre-school charges the following:

- A Non-refundable administration/holding fee of **£15** when a place is booked for a child (this will be deducted off the first invoice).
- Session fees for children not qualifying for the government funded hours entitlements.
- 'Top up' fees for extra hours above the child's funded entitlement, currently charged at £6.60 per hour.
- Lunch Club Hour (11.30am – 12.30pm), currently charged at £6.60 per hour for the care and supervision of your child eating their lunch. The lunch club hour is not offered as part of our 'free' funded entitlement and is charged separately for all children accessing the lunch club service.
- A £2 charge for Late payment of fees (within 14 days of invoice date/ agreed payment dates).

Invoicing

Invoices are prepared and sent electronically via email and a printed copy is sent home with your child at the start of each of the 3 terms - Term 1 and 2 (Autumn – September – December), Term 3 and 4 (Spring – January – March/April) and Term 5 and 6 (Summer – April - July).

If a parent/carer has not received an invoice by the end of the first week of each new term, the parent/carer should contact the pre-school Office Administrator.

Parents are asked to check the details and session pattern shown on the invoice and report any discrepancies to the pre-school administrator as soon as possible, such as a change of address. A revised invoice will be issued within a week of the notification of the change.

Payment Dates

Payment of fees is expected within 14 days of the invoice date in one payment. If the full payment of a single Term's fees, e.g. Term 1, 2, 3, 4, 5 or 6 is not received within 14 days the pre-school Business and Finance Officer will send an email overdue reminder or letter.

If the Pre-school Office Administrator has contacted the parent/carer on 2 separate occasions the parent will be charged £2 per week of non-payment after the payment due date. This is to cover the extra administration involved in chasing outstanding fees.

If you find it difficult to pay the invoice in full, we can set up a weekly fee-paying agreement that can be arranged at the approval of the Pre-school Manager and the Treasurer of Briary Pre-school Committee. The fees must then be paid in weekly instalments at the beginning of each week or the first day that your child is in attendance that week.

Methods of Payment

The preferred fee payment is by online banking through BACS. Our bank account details are detailed on the invoices sent out. It is the parent/carers responsibility to ensure that our sort code and account number are entered correctly on their own online banking system.

The Pre-school cannot be held liable if a parent/carer mistypes either the sort code or account number which could lead to a payment being made to another account. In the unlikely event that this does occur, it is the parent/carers responsibility to ensure that the pre-school receives full payment.

We can accept other payment methods, as follows:

- Cheque(s) made payable to **Briary Pre-school**
- Childcare vouchers
- Cash
- Standing Orders

Please ensure cheques are correctly dated, made payable as above and authorised. It is the responsibility of the payer to ensure there are adequate funds in their account to clear the cheque payment.

If a cheque is returned to the drawer, the preschool will be charged an administration fee which will be added on to the child's invoice when the monies are re-requested by the pre-school.

All payments handed to the preschool staff must be inside a sealed envelope marked with the child's name and fees payment. Staff can provide envelopes if required. If cash is handed in, please notify the pre-school staff. This is to ensure it is kept locked away until the payment is processed, and a receipt will be issued.

Childcare Voucher scheme

The pre-school is happy to accept childcare vouchers, so long as sufficient notice has been given to set up a new provider.

Most vouchers are electronic and are paid directly into the pre-school bank account once the parent/carer generates the payment.

Holidays & Absence

Full Fees are payable for any sickness absence, advised medical self-isolation or booked holidays during term time.

If you are aware that the sickness absence will be over three weeks in duration, please contact the pre-school so that the case can be reviewed.

Banking of fees

The pre-school Manager/Office Administrator aims to bank all fees once a week throughout term. There may be a delay of up to 10 days before a cheque is debited from your account.

Non Payment of Fees

The pre-school is a registered charity and relies on require regular payment of fees from families in order to meet cash flow demands (such as staffing costs). Where families have financial difficulties making payments it is essential that parents/carers keep the pre-school informed as early as possible. The pre-school is flexible and will try to find a solution as far as practicable and the Pre-school Manager and the Briary Pre-school Committee will work together with parents/carers to determine a suitable payment schedule. The details of these discussions and consequent arrangements will always remain confidential and individual to a family's circumstances.

If families have not kept the pre-school informed of any difficulties and the pre-school Office Administrator has contacted the parent/carer on two separate occasions, the parent will be charged £2 per week of non-payment. This is to cover the extra administration involved in chasing outstanding fees.

If fees are still not paid following reminders and the parent/carer has not contacted the pre-school to explain their circumstances, the pre-school committee will pursue the fees through a debt collection agency and small claims court, and the child's sessions will also be reviewed by the pre-school committee, they will be at risk of losing their place. This would be in extreme circumstances and is not the preferred course of action.

Overpayment of Fees

If parents/carers do overpay, they have the option of either having this offset against the following terms fees or they can make a donation to the preschool voluntary contribution, charity fund.

Withdrawal from pre-school/giving up your child's place

Please be advised that parents/carers are required to give half a term's written notice or six weeks fees, in lieu of notice, if you decide to withdraw your child from pre-school. This condition only comes into effect after your child has attended for three weeks and has had chance to settle in.

If you have any query over the fees policy please feel free to speak with the Pre-school Manager or Treasurer of the Briary Pre-school Committee.

This policy was adopted at a committee meeting at Briary Pre-school

Held on:

Signed on behalf of the Briary Pre-school Committee