

Banwell Buddies Policy for the Payment and Collection of Fees

Policy Statement

This Policy details the fees charged and procedures for payment and collection.

Procedures

- A non-refundable registration fee of £15.00 is payable on confirmation of your child's place at Banwell Buddies.
- Fees are due one calendar month in advance and can be paid monthly, weekly or daily. The payment, whether cash or cheque, should be returned to Pre-School by the date stated on the invoice. Payments can also be made via bank transfer or childcare vouchers. Fee payments are checked by the administrator/finance officer and entered onto the fee register. The administrator/finance officer then issues receipts where requested.
- Morning sessions run from 8.45 am until 11.45 am at a cost of £12.00 per session. The lunch session runs from 11.45 am until 12.30 pm at a cost of £2.50 per session. The lunch hour is not covered by Nursery Education Funding. The afternoon sessions run from 12.30 pm until 3.30 pm at a cost of £12.00 per session. Note: Children under the Age of 3 are charged £12.50 per AM/PM session.
- There will be a charge of £5.00 for any session **change** requested once your child attends. Please note this is not applicable for long term 1q session increases or decreases.
- There will be no charge for Bank Holidays or Inset days, however if your child is unable to attend a session due to illness or holiday, fees are still payable. In the case of illness fees can only be waived if a hospital note is provided. Where absence extends beyond one week an appeal to the committee may be made.
- Non-payment of fees will be dealt with promptly. Should payments fall into arrears by two weeks of the date stated on the invoice we will contact you to discuss a payment plan. If no monies are received then Banwell Buddies reserves the right to withhold further services and will take legal action to recover fees owing.
- Banwell Buddies are registered to receive DfES Nursery Education Funding. Children receive funding from the term following their third birthday. Funding periods are set out in the table below:

Child's date of birth	Funding can be claimed from:
1st April – 31 August	1 st September following 3 rd birthday
1 st September – 31 st December	1 st January following 3 rd birthday
1 st January – 31 st March	1 st April following 3 rd Birthday

- Children in receipt of the Nursery Education Funding are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. Our term dates are similar to local primary school dates and are published to parents and available on request.
- If your child is booked for nursery education funded session North Somerset Local Authority who issue the funding require all sessions booked are attended regularly. North Somerset Local Authority monitor registers on a regular basis. If your child does not attend regularly or a pattern of absence occurs a meeting will be called to discuss the issue. You may be required to reduce the amount of funded sessions claimed for. If we are unable to resolve the matter a letter will be issued stating that unless you reply using the slip provided your child will lose their place at Banwell Buddies.
- Any outstanding fees left owing from siblings must be cleared prior to younger siblings commencing.
- A notice period of 4 weeks is required should you no longer wish your child to attend Banwell Buddies. Notice should be given in writing to the administrator. Where notice is not given we reserve the right to charge fees for a period of 4 weeks. This also applies to children in receipt of Nursery Education Funding.
- Fees are regularly reviewed at the Committee's discretion.
- Any complaints regarding this policy should be dealt with via the current complaints procedure.

This policy was adopted at the meeting of -----

Held on -----

Signed on behalf of the Management Committee -----

Role of signatory -----