

HANHAM TODDLERS PRE-SCHOOL

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1.0 Policy

1.1 The Pre-School shall make the paying of fees as flexible and amenable as possible for all families, including the acceptance of Government Nursery Education Grant, where applicable, as payment, or part payment of fees.

2.0 Scope

2.1 This procedure defines the process to be followed for the payment and effects of non-payment of fees.

3.0 Referenced Documents

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including a Chair of the Trustees (The Chair) and the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	5 June 2023
Authorised For issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	3 June 2023
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5.0 Procedure

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5.2 Introduction

5.2.1 Fees shall be reviewed annually by the Board of Trustees and adjusted, if necessary.

5.2.2 The Pre-School fees are as stated in the current Prospectus and are payable in full until the child is eligible to receive the Government Nursery Education Grant.

The Pre-School is registered to receive the Government Nursery Education Grant.

5.3 Use of the Government Nursery Education Grant

5.3.1 The Government Nursery Education Grant (NEG) covers payment for 38 weeks per academic year. Should sessions exceed the hours per week funded by the NEG, Parents/Carers of those children shall be required to pay at the rate quoted in the current Prospectus for the youngest age group. These additional fees are payable, in advance, at the beginning of each applicable term.

5.3.2 Parents/Carers are free to use their NEG at any registered pre-school. However, in such cases where, once the child, or children are eligible to receive the NEG, and the NEG is not redeemed with the Pre-School, the Pre-School shall reserve the right to charge all fees per session at the current NEG rate.

5.3.3 In such cases where a child changes setting, a minimum of 4 term weeks notice shall be given, prior to the NEG being transferable.

5.4 Payment of Fees

5.4.1 Where fees are payable, they shall be paid in advance.

5.4.2 The preferred method of payment shall be by monthly Standing Order, payable on the 1st of the month.

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<p>5.4.3 By exception and agreed in advance by the Manager, cash or cheque shall also be accepted, to be payable on the 1st of the month, or, if paid termly, at the first session of the term that the child attends.</p> <p>5.4.4 Where payment is to be made by cheque, the cheque shall be made payable to 'Hanham Toddlers Pre-School'.</p> <p>5.4.5 The Pre-School shall also accept other forms of payment, eg. Childcare Vouchers, provided by some employers.</p> <p>5.4.6 Where these other forms of payment are used, the Parents/Carers of the child/children concerned shall be requested to ensure that the appropriate processes are in place to enable the Pre-School to receive payment as defined in 5.4.3.</p> <p>The use of, and requirements associated with the use of other forms of payment shall be detailed in the prospectus.</p> <p>5.4.7 In the event of the Pre-School closing a class due to circumstances outside of their control, eg. emerging infection, infectious disease, etc., Key Worker children shall continue to be provided for and therefore, fees will also continue to be incurred regardless of child attendance.</p> <p>5.4.8 An up-to-date record of all fees paid shall be kept by the Finance Assistant.</p> <p>5.5 <u>Non-Payment of Fees</u></p> <p>5.5.1 Non-payment of fees shall be dealt with promptly. Letters shall be issued, reminding Parents/Carers of their non-payment of fees after:</p> <ul style="list-style-type: none"> • three consecutive weeks of non-payment • three weeks since a non-payment <p>5.5.2 All arrears shall be settled prior to the start of the following term.</p> <p>5.5.3 Persistent non-payment shall be reviewed by the Board of Trustees and could result in termination of membership of the Pre-School.</p> <p>5.5.4 The Pre-school has a contingency fund, established to provide help support to any family who is unable to pay the Pre-School fees due to financial hardship.</p> <p>Applications shall be made in writing to the Chair of the Trustees. All applications shall be treated with the strictest of confidence and considered as quickly as possible.</p>			
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<p>6.0 Amendment Record</p> <p>Issue 3: Inclusion of Section 6 – Amendment Record Replace T Cummins with L Sims as Chair Insert Section 5.3.3 Divide Section 5.4.1 to introduce payment by Standing Order Insert new Section 5.4.2 and re-number remaining Paragraphs to end of Section</p> <p>Issue 4: Replace L Sims with N Bowman as Chair 5.4.2 – replace 10th with 1st 5.4.3 – reworded</p> <p>Issue 5: Signature Block - update name of Manager and Chair Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees Paragraph 5.2.1 - replace reference to Management Committee with Board of Trustees Paragraph 5.3.3 - clarify definition of notice period Paragraph 5.4.7 - insert new paragraph and re-number paragraphs to end of Section Paragraph 5.4.8 - replace General Assistant with Finance Assistant Paragraph 5.5.2 - replace Management Team with Board of Trustees Paragraph 5.2.1 - replace Pre-School Management Committee with Trustees</p>			
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