

# **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 prior to confirmation of your child's place at Banwell Buddies. \*Please note, this is not applicable where only early education funded sessions are required.
- Fees are due one calendar month in advance and can be paid monthly, weekly or daily. Payments can be made via bank transfer, cheque or cash, childcare vouchers are also accepted. Banwell Buddies will generate invoices on the 14th of each month and payment must be made by the end of the month no later than the 30<sup>th</sup>. 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. 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 £13.00 per session for children aged 3 or 4, and £15.50 for children aged 2. 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 Early Education Funding. The afternoon sessions run from 12.30 pm until 3.30 pm at a cost of £13.00 per session for children aged 3 or 4, and £15.50 for children aged 2.
- 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 session increases or decreases or where only early education funded sessions are required. Session changes may take up to 5 working days; It is important that you wait for written confirmation of your change.
- 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 we will contact you to discuss payment within 7 days of the payment reminder letter. If no agreement can be reached and no monies are received then Banwell Buddies reserves the right to withhold non-funded sessions 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:

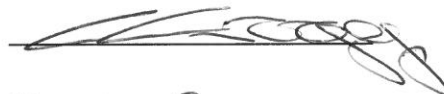
<b>Child's date of birth</b>	<b>Funding can be claimed from:</b>
1st April – 31 August	1 <sup>st</sup> September following 3 <sup>rd</sup> birthday
1 <sup>st</sup> September – 31 <sup>st</sup> December	1 <sup>st</sup> January following 3 <sup>rd</sup> birthday
1 <sup>st</sup> January – 31 <sup>st</sup>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

- Children in receipt of the Early 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 early education funded sessions, 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.
- Banwell Buddies are registered to receive Early Education Funding for 2 year olds where a family meet the eligibility criteria set out by North Somerset Local Authority. Further details are available on request.
- 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 or Leader. 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 Early 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: Banwell Buddies staff

Held on: October 2018

Signed on behalf on the Committee:



Name of Signatory:

Carole Cragg

Role of Signatory:

Chair of management committee