Busy Fingers

**Fees and Payment**

**Policy statement**

All children must be registered and a registration form must be completed. A registration fee of £25.00 is payable for those children not of Nursery Education Funding (NEF) age.

Busy Fingers Pre-school is registered with and inspected by OFSTED. We are therefore able to claim the Nursery Education Funding for children the term after they turn 3 years old. As a registered Funded Two setting, we are also able to claim for those children who are eligible for this funding should there be space available. Each term we are sent certain dates from the Early Years Care and Education Partnership. Those children whose birth dates fall within these dates will qualify for the grant.

We will inform parents/carers as soon as possible as to children's eligibility. Parents/carers will be asked to provide evidence of their child’s identity by bringing in a birth certificate, passport or Benefit book which has the child's name and date of birth on if this has not already been provided at enrolment. These will be returned immediately. Parents/carers also need to complete a Parental Contract form and give their signature before we can proceed. Once completed, children will be entitled to claim 3 hours per day, 15 hours per week depending on availability.

Should a child not be eligible for a grant, fee’s will apply and are invoiced every half term. These fees are reviewed annually in June to ensure we stay in line with government funding, surrounding pre-schools and also to meet the rising costs of running the pre-school. The Pre-school Committee will give parents/carers a half term’s notification of any changes to fees.

Fees must be paid in full, by the due date on your invoice.

Fees are payable for each session that each child is registered, regardless of whether the child attends or not.

Payments should be made in advance by bank transfer, details of which can be found on your current invoice, quoting the child’s name as reference. If you are not able to pay by this method, then alternatively you can pay by cash/cheque in a named envelope which can be placed in the locked box in the foyer. The envelope should be sealed and state “fees” and have the child’s name clearly marked on the envelope.

The treasurer along with the manager opens the box. They count and check the contents. Receipts are given for cash payments.

If the fees are not paid by the due date a late payment admin fee of 15% will be charged along with your reminder.

Busy Fingers reserves the right to withdraw the child’s place if fees are not settled within the agreed time.

We will pursue the recovery of any outstanding debt through the small claims court.

Busy Fingers Pre-school is aware that families have varying financial constraints and we will endeavour to support families if we can. Please speak to the treasurer or manager to discuss this further, who will then refer your request to the Committee.

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |