



## **Payment Policy for Non-funded Sessions**

### **Statement of Intent**

Little Acorns @ Our Lady & St Oswald's Pre-School charges £3.90 per hour for any non-funded Pre-School sessions, including the lunch hour and £5 per hour for all wraparound provision. All sessions booked must be paid for; including absence for any reason (sickness/holidays).

### **Invoices and Payments**

Invoices will be created every half term and emailed to parents/carers.

Invoices will:

- Clearly state the date by which the payment is required.
- Show hours the child will attend for that half term.
- Include any extra hours that have not yet been paid for.
- Show deductions that may be incurred for Bank holidays or professional development days (PD Days).

Payments should be given into the Pre-School office and can be made by cash, cheque or bank transfer.

Cheques should be made payable to Little Acorns Pre-School. Parents/carers should note cheques may not be banked until after the payment due date.

All cheques and cash should be given to a member of staff at Little Acorns in an envelope with the child's name clearly labelled, amount enclosed and the date. If change is required then this will be given out, if possible, on the day or by the end of the week.

Payment will be recorded on the EYMan system on the Pre-School computer, keeping track of opening balance and recording closing balance.

A receipt is available on request.

Little Acorns Pre-School accepts payment using vouchers; please speak to the Pre-School Leader for advice.

If a child's scheduled Pre-School session cannot be taken due to Bank holidays, PD Days or a child's absence, these sessions cannot be re-arranged. This is due to the ratio of staff to children.



If parents/carers wish to alter sessions it will need to be done per half term intervals and is subject to availability.

### **Procedure for Non Payment**

If payment is not received by the date stated on the invoice, parents/carers will be reminded verbally that payment is overdue, and asked to settle their outstanding invoice by the end of that week.

If payment is still not received a new invoice will be created adding on a 10% non payment charge. Parents will be given an additional five working days from this point to settle the outstanding invoice (including the 10% additional charge)

If payment is still not received within five days then the following action will be taken:

A meeting will be arranged with the Pre-School Leader to devise a payment plan. Until full payment is received children will reduce their hours to funded sessions only. Children who are not funded will have their sessions suspended.

If the payment plan is not adhered to then a meeting will be arranged with members of the Pre-School Committee to discuss why this has happened and to suggest other ways to support parents with their payments.

If there continues to be a problem, then all non-funded sessions will be cancelled and parents/carers will be notified of this in writing. Funded sessions will remain as arranged. Children who are not funded will have all sessions suspended.

Recovery action for any unpaid fees will be reviewed on an individual basis by the Pre-School Committee.

Little Acorns reserves the right to terminate a child's place if payment is not received or in the case of parents refusing to work with the Pre-School to reduce fees.

### **Special Circumstances**

If parents/carers have problems with payment of invoices they are asked to contact the Pre-School Leader or committee chairperson as soon as possible. All contact details are on invoices.

### **Change in Sessions**

A half terms notice is required to either change or cancel a child's session/s. During the notice period all sessions are to still be paid for in full.



## Policy for Funded Sessions

Children receive fifteen hours per week of funded sessions over a minimum of a two day period. They do not need to be consecutive. Children receive these sessions from the term after their third birthday.

Some children may be eligible for 24U funding; if eligible this starts the term after the child's second birthday. Please speak to the Pre-School Leader or Deputy Leader for more information on 24U funding.

Some children may be eligible for Extended Free Entitlement (up to 30 hours funding). Please speak to the Pre-School Leader or Deputy Leader for more information on Extended Free Entitlement Funding.

The lunch hour can be taken as part of the child's funded hours (a packed lunch or payment for a hot lunch must be provided by parents/carers).

As a result of the committee meeting (05/10/2020), the following decisions were made regarding changes to charges during the Covid-19 pandemic

Charges will continue in the following situations:

If a child is absent due to illness including Covid-19

If a child must quarantine following a trip/holiday to an area of the UK or overseas that is on the quarantine list when the family returns

Charges will not be made in the following situations:

If the Pre-School closes due to a confirmed case of Covid-19

If children are sent home due to a staff shortage

If children/families are self-isolating due to being contacted through track and trace

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre School held on (Date).....

Signed on behalf of management committee.....

Role of signatory.....

Term to be reviewed.....