

## **Felixstowe Nursery School**

### **Safeguarding and Welfare Requirement : Information and Records**

**Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of the children are met.**

## **Fees Policy**

### **Statement**

Felixstowe Nursery School is open daily 09.15-12.15 daily during term time. There is the option for an early start of 08.45 and a late finish of 12.45 at an extra cost of £2.00 for each option taken. Children are entitled to funding through Early Years Entitlements of up to 15 hours per week from the term after the child's third birthday. Two year olds that meet the required criteria can also claim for entitled funding of up to 15 hours per week the term after the child's second birthday. All other children are charged a fee for each session they attend.

### **Procedures**

- Fees are invoiced at the beginning of each term by the treasurer.
- Fees can be paid per term, per half term, monthly or weekly and we are flexible to accommodate and meet the needs and requirements of all parents.
- Fees must still be paid if the child is absent for short periods of time due to illness or holidays as the setting still has requirement to meet its costs. If the child is going to be absent for a long period of time please notify the manager so the treasurer can be notified.
- Fees are reviewed yearly and parents are notified in advance of any changes or increase.
- All parents will have the funding process explained to them and supported with the claim for their entitlements.
- All prospective parents of two year olds will have the funding criteria explained to ensure they can make informed decisions about what their entitlements are and if they are eligible to claim it.
- All parents of three and four year olds will have the Early Years Pupil Premium explained to them in a written format and verbal explanation so they can make informed decisions about their eligibility to claim. Staff will explain

what they aim to use this payment for and how it will benefit their child/children.

- Fees for early starts/late finishes can be paid in advance or at the start of the term.

### **Non-Payment of Fees**

Non –payment of fees will be dealt with promptly.

- If payment is not received a letter of reminder of amount due will be sent out.
- If no payments are received for a half term period the manager will send out another reminder letter.
- If this does not result in payment of fees the parents will be sent another reminder and invited into session for a discussion on how the matter can be resolved.
- The discussion will cover how flexible payments can be made and the timescales for this.
- If no payment is received for the term and no solution has been reached the chair person will be notified of non-payment and the non-funded hours allocated to that child and family will be withdrawn.
- We respect confidentiality at all times and aim to work with the parents to reach a positive and realistic solution.

### **Legal framework**

The Childcare Act 2006

Local Authority (Duty to secure Early Years Provision Free of Charge) Regulations 2012

**This policy was adopted at a meeting of Felixstowe Nursery School.**

**Held on .....**

**Date to be reviewed.....**

**Signed by Chairperson.....**

**Signed by Manager.....**

*Based on Pre-school Learning Alliance policies & procedures*