



# The Little Meadow Group



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## Fees and charging

Issue 3

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## Fees and Charging Policy

### Policy Statement

As a non profit making charity with a strong belief in the contribution outstanding Early intervention can make to a child's long term successes, we aim to keep our fees as low as possible in order to be accessible to all families in the community. We do however rely on the prompt payment of fees to be able to meet all running costs and provide equipment and resources for the children who attend. This policy sets out how Little Meadow will operate to collect fees and what steps we will take to work with families should they fall into arrears.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning And Development
1.2 Inclusive practice	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

## Procedures

### **Funding and shortfalls.**

- All children who are eligible for Achieving 2 funding or Free for 3 and 4 universal funding can claim up to 15 hours free with Little Meadow. Any children who meets the criteria can claim an additional 15 hours extended funding for free but it is the parent's responsibility to provide the setting with all relevant details.
- Any child whose funding creates a Grant Shortfall will be charged at £6.50 per hour for those missing hours.
- If a parent chooses to opt out of Government funding they will be charged at £19.50 per session and invoiced by the setting every half term.



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## **Consumables charge**

Following the setting AGM in April 2023 the difficult decision was made to introduce a voluntary consumable charge for the Early Years funded children. For all fee paying children this was covered under the fee increase as for OSC and Breakfast Club. The decision was also made that for those children receiving pupil premium and A2yo we would also not request. This is a voluntary payment levied at 50p per session. The contribution was to help cover the increasing cost of toiletries, craft, cooking and extra's at certain times of the year, Christmas, Easter, Halloween. Whilst the charge will be sent out on a statement of Account, it will clearly be annotated as a voluntary contribution and if unpaid will not be chased.

## **Rising 3's payments.**

- All non funded children are sent a Statement of Account every half term, showing what we expect parents to pay for the sessions we will provide. The sessions cost £16.25. Should this not be queried at the point of receipt, we will assume all the data is correct and payment will be made.
- Once a child has started with Little Meadow all missed sessions are payable regardless of reason.
- A on off £15.00 registration fee is payable on enrolment at the setting. This covers all administration costs and the costs of the provision of the initial child's book bags in each area i.e. Rising three and Rising 5. Replacement book bags will be available but payable..
- Fees can be paid in full or weekly, all we ask is that the account doesn't go into arrears on the sessions that have been attended and that there is no outstanding balance at the end of the term with total payments equivalent to those figures included in the statement of account.
- Fees can be paid by bank transfer, cash or cheque via the child's bookbag or dropped direct into the office or through one of the Tax Free Childcare Voucher Schemes. We will actively direct our families to use Childcare Choices where they can to utilise the tax free advantage.

## **Out of School Club**

- All parents will be invoiced every half term showing the sessions attended, finish times and associated costs and how to pay.
- A £10.00 annual registration fee is payable upon starting the club. This is per family and allows access to our Holiday Club for a year.
- Any late pick up fees will be charged in accordance with our Financial Agreement.
- Fees can be paid in full or weekly, all we ask is the account doesn't go into arrears on the sessions that have been attended and that there is no outstanding balance at the end of the term with total payments equivalent to those figures included in the statement of account.
- Fees can be paid by online banking, cash or cheque. We also accept many of the Tax Free Childcare Vouchers, please contact the office if you intend to pay this way.

## **Holiday Club**

- All bookings must be made on the appropriate form and be accompanied by the relevant payment, unless otherwise agreed.
- Bookings must be made by the appropriate closing date.



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- A £10.00 registration fee is payable annually in conjunction with Out of School Club.
- Should the child attend Out of School or Rising 5's and there be outstanding amounts due to the setting, places will not be available in holiday club until the arrears has been cleared.

## General Procedures

- All parents and carers will receive an invoice if they have additional fees to pay.
- All parents/carers are expected to sign a Financial Agreement upon starting Little Meadows.
- Fees can be paid by online banking, cash, cheque or Tax Free Childcare Vouchers.
- All missed sessions are payable and the setting informed of any absence.
- Fee payable children must give at least a 4 week notice period and this is payable in full.

## Late Payments

- Parents/carers will be sent one reminder near the end of the half term.
- A 10% administration charge will be automatically applied to all outstanding amounts at the end of term, unless previously agreed.
- If a cheque is returned marked unpaid a £5.00 administration charge will be applied.

## Non Payment Procedure

- The office manager will write to the parent/carer to notify them of the amount and ways to pay.
- The Group Manager and member of the Committee will be informed and a meeting with the parent/carer arranged to establish a debt recovery plan. This meeting will agree instalment amounts and frequency between both parties and a deadline for completion.
- Parent/carers will be informed that no additional hours can be booked until the debt is cleared and that the child's place could be withdrawn at this stage. Hours covered by funding will not be affected.
- If the debt is still outstanding the debt will be recovered through the small claims court.

**We understand that some families may face genuine hardship in paying fees. In these circumstances we ask parent/carers to approach a member of staff in confidence, or even send an e-mail if they feel more comfortable as soon as possible as it may be possible to come to an agreement on a more flexible payment plan.**