

Payment & Billing Policy for Colyton Caterpillars

Costs per hour for Pre-school, Breakfast Club, After School Club and Holiday Club

Under 2 years	£6.00 per hour
2-3 years	£5.50 per hour
3-4 years	£5.25 per hour
Walking Bus	£5.25 per hour min of 1 hour charged.
All costs stated are for any child who are not eligible to access the 15 hours funding or uses more than the 15 hours funding entitlement	
Please note there are conditions on how the 15 hours funding is access please refer to the latest guidance and for further details please speak to Kate Clode.	

- Fees are payable half termly and in advance
- Invoices will be sent out at the beginning of each half term period and should be **paid in full within 14 working days**. All Parents/carers of children who attend the setting must supply an email address as invoices will be emailed.

Continued non-payment, without any prior discussion or agreement, will result in non-funded children being refused further attendance to the setting until the outstanding amount has been settled. Children who receive 2gether Funding or Early Years Entitlement will be allowed to continue to attend, but any request for additional hours will be declined. Failure to pay on both counts will result in legal action being taken.

- Fees are payable in cases of absence and there is no reduction for sickness or holidays taken during any week that the nursery is open. This is to cover the staffing levels that have been allocated in advance to cover the number of expected children on any given session.
- Any additional hours accrued will be added to the following half term invoice.
- You can pay by cheque, but our preferred method of receiving payment is by BACS as it is safe and quick way to make/receive payments. If paying by BACS, the invoice number should be used as the reference. Parents/carers paying their fees by cheque are required to write the child's name and invoice number on the back.
- All session times must be adhered to unless agreed otherwise by prior arrangement. Any additional hours outside of the agreed session times will be charged for if a space is available.
- Where a child is in receipt of any form of funding and the child does not attend for ANY reason to include staff training days, appointments, Bank Holiday and transition visits to school days cannot be made up on alternative days if there are no spaces to offer.
- We require a minimum of 4 weeks' notice should you no longer require your child's place

This policy was adopted at a meeting of the pre-school on (date).....

Signed on behalf of the pre-school.....

- Parents/carers are required to sign their child in and out of the setting at the beginning and end of their session. Times in and out will be recorded so that any additional hours accrued can be clearly seen. If a child is not collected on time, our legal liability relating to the staff: child ratio could be infringed so any parent/carer who is later than 15 minutes when collecting their child will be charged for an additional hour which helps to cover the additional staffing costs incurred for this reason. This also applies to children who arrive early and includes children receiving 2-year-old Funding or Early Years Entitlement once their limit has been reached on entitled funded hours.
- If a child attends the setting for 50 weeks of the year they are entitled to take 2 weeks holiday which will not be charged. Parent/carers are required to give a minimum of 4 weeks written notice by way of completing a Holiday Notification form.

Walking Bus

Fees for the walking bus are payable per hour. A 24-hour notice period is required should you wish to cancel your child's place on the morning or afternoon walking bus. Any cancellation made at any shorter notice will incur a charge of £5.00. After school pick up is charged from 3pm which is when the staff leave the setting to walk up to the school. Payments are via hourly sessions regardless of attendance within the hour.

Holiday Club (excluding children using Stretched Early Years Entitlement)

Holiday Club places must be pre-booked and paid for in advance using a Holiday Club booking form provided on request. Payment to secure your child's place should be received at least 48 hours in advance to ensure that we have the correct staff: child ratios in place. Once the booking has been made fees are payable in all cases of absence. No refunds will be given.

Opening Times

Please remember that due to the restrictions on our insurance policy we **cannot accept any children into the setting until 8am**. If you arrive early with your child you may enter in the lobby, but the inside door to the setting will remain locked until 8am. No staff will be available until this time to supervise your child, so parents/carers must remain with children whilst on the premises until the official handover has been made. There can be no exceptions to this rule so please refrain from ringing the bell.

If there is any reason that you would like taken into account regarding payment of a bill or meeting payment dates, then please contact Kate Clode on 01297 552567.

Signed:
Date:

(Parent/Carer)

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