



# Waltham Pre-School

## Money Matters

### Policy Statement

We aim to provide care and education of the highest quality for your child. Many of the resources we need to provide this level of quality are expensive and we cannot provide them without the fees. We need you to support us by paying your fees on time.

### Why is it so expensive to provide good quality care?

Here are just some of the things we have to pay for;

- qualified staff
- fresh fruit
- healthy snacks
- fresh water and milk available throughout the session
- rent
- resources,
- costs of a caretaker to ensure that the building is kept safe and secure.

Under the terms and conditions of registration with Waltham Pre-School the following will apply:

- Payment of fees is required monthly in **advance**.
- Monthly Invoices will be issued at the beginning of each month with a 7 day period to pay.
- If additional sessions are requested by parents/carers, these will attract an additional payment which must be paid **prior** to the date of the 1<sup>st</sup> additional session booked.
- Additional sessions must be paid for once booked regardless of any changes to personal circumstances. This is due to the additional administration and staffing organisation that extra bookings create.
- **All** children's absences must be paid for.

If parents/carers fall into arrears with payments, we will follow the procedure set out below:

- Firstly, we will issue a polite reminder. This will give parents/carers 7 days to pay the outstanding amount together with any day's attendance fees following the period covered by the unpaid bill.
- If the outstanding amount is not paid in the seven days, the child's place will be suspended.
- Another letter will be sent explaining that the amount is still unpaid, and the unpaid bill will incur an additional £10 for administration costs.
- If a payment is not received during this additional seven-day period (14 days in total) the child's place will be forfeited to prevent any further arrears from accruing.
- The full amount due at this point will be notified in a letter. The letter will give the exact date by which the full amount must be paid, and, if the payment is not received, legal action will be taken, and the debt will be put into the hands of a Debt Collection Agency.

Fees are subject to review. Parents will be given one month's notice of any changes in fees.

## **Charging for Late Collection of Children**

We appreciate that there are times when late collection of children is unavoidable; however the following late collection arrangement applies in all circumstances. Waltham Pre-School is open from 7.30am to 6:00pmdaily. Session's finish at 12:00 noon, 3.00pm and 6:00pm and 1:00pm or 6:00pm in the Nursery.

### **For late collections at 12pm, 1pm and 3pm**

The following will apply:

- First occasion with good reason and not longer than 15 minutes = No charge
- Further late collections = £5.00 for every 15 minute late period per child

Late charges cover the additional time and costs for organising extra staff to cover an additional child that has not been accounted for in the adult to child ratios booked and planned for that day.

### **For late collections beyond 6pm closure**

The following will apply:

- For insurance reasons the Nursery and the Out of School Club close at 6pm prompt.
- Charges will be £2.00 for every minute past 6pm per child.

Late Charges cover staff ratios to ensure no lone working beyond our 6pm closure and to contribute towards additional insurance costs at this time.

## **Persistent Late Collection**

If a family is persistently late in collecting a Child, then the Managers will consider taking further action that may include asking parents to review their collection arrangements.