

KINGSWOOD NURSERY SCHOOL
FEES, CHARGING AND OVERDUE PAYMENTS POLICY



Kingswood Nursery School is a non-profit making establishment, but it is essential that the school has a balanced budget and has no outstanding debts.

Most children at Kingswood access their entitlement to 15 hours funded education. Eligibility is either the term after their third birthday or an entitlement to 2 year-old free funding.

Kingswood offers 30 hours of early education to those who meet the criteria. Details can be found on the childcare choices website www.childcarechoices.gov.uk

Therefore, fees are only paid by:

- Those who stay for lunch club in Nursery or Pre-School
- Those who book additional 'wraparound' sessions in Nursery or Pre-School
- Those who are fee paying in Pre-School

In addition, some parents and carers use 'Childcare vouchers' issued through their place of work, some parents register for the HMRC childcare scheme where their child's fees are paid directly into our bank account.

All parents are issued with a 'Wise Pay' account to enable timely and efficient payments.

Terms and Conditions state:

1. **Fee paying parents in Pre-School** must pay a non-refundable administration fee of £40 to reserve a place for their child.
2. All illnesses, absences (including family holidays) and any unforeseen closures due to severe weather or other emergencies will be charged for.
3. One month's written notice from fee-paying parents in Pre-School for any decrease of care sessions or withdrawal of a child must be given; otherwise all charges will be incurred.
4. Two weeks written notice for any changes to lunch-club or 'wraparound' sessions in Pre-School or Nursery or for any decrease of sessions or withdrawal of a child must be given; otherwise all charges will be incurred.
5. Increases or changes to booked sessions can be arranged, if there is availability, as soon as possible after receiving written notice.
6. Fees are reviewed annually. We reserve the right to alter fees or opening times with one month's notice.
7. Fees are charged with an additional 1 month in advance payment when the child joins, this is then used to pay the child's final invoice before they either received free funding or leave Kingswood.

Procedures for the administration of all invoices:

1. Invoices are sent out in advance on a monthly basis and should be **paid in full during the first week** of each month.
2. A text message is sent as a reminder of an overdue payment at the end of the first full week in which payment is overdue.
3. Admin staff will telephone if payment is still not received and a second invoice will be issued after 7 days of non-payment, stamped OVERDUE. **Please note each subsequent invoice issued is charged at £5 per invoice.**

If fees are not paid by the 12th of the month a child may be refused care and lose their place at lunch club, Nursery wraparound or Pre-School.

4. Very occasionally, after discussion with the Headteacher and at her discretion, certain adaptations can be made to the above.

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

The 'Private Fund' is maintained by contributions of £2.00 per week from parents/carers for those children on free funding. As these contributions are voluntary no action is taken to enforce payment, however, parents are reminded of the benefits of these voluntary contributions to purchase such things as topic related items, cooking and playdough ingredients, materials for Busy Fingers, daily fruit and snack for the children.

Charging for Special Events and Visits

We believe that all our pupils should have an equal opportunity to benefit from special events held at school and outside visits, independent of their parents' financial means. Payment for these events is on a voluntary basis; however, all the costs incurred must be covered. Therefore, if insufficient voluntary contributions are received, the activity may have to be cancelled.

This policy was reviewed in March 2022

Date for next review: March 2023

Issue	Date	List of Changes	Approved by	Authorised by
1	March 2015	This policy is an amalgamation and replacement of two previous policies: 'Bad debts' and 'Charging'.	Governing Body	Bernice Jackson - HT
2	June 2017	Added information about 30 hour funded children.	Governing Body	Bernice Jackson - HT
3	June 2019	Added information about 30 hours early education	Governing Body	Bernice Jackson - HT
4	Oct 2019	Reviewed – No changes	Governing Body	Bernice Jackson - HT
5	Oct 2020	Charges Reviewed and increased	Governing Body	Bernice Jackson - HT
6	March 2022	Months fees chargeable in advance on the childs first invoice see terms and conditions	Governing Body	Samantha Godfrey SBM