

# Rainbow Early Years

## Payment of fees policy

### Statement of intent

It is our intention to make accessing Rainbow Early Year (REY) fair to all children and their families.

### Aim

We aim to ensure that all families who are required to pay do so, ensuring that all children can access the hours they need. The Management Committee will do their utmost to keep fees to a minimum through fundraising events throughout the year.

### Methods

#### General

- The amount to be paid per hour is set by the Management Committee, alongside the Book Keeper and reviewed annually.
- Information concerning the hours each child attends is kept up to date by the Office Administrator.
- Changes to a child's hours can be made by the Office Administrator, or Manager, in conjunction with the parents concerned.
- Children will receive the Early entitlement funding the term after they are three years old (i.e. from the 1<sup>st</sup> of January, April & September) for up to a maximum of fifteen (15) hours a week, a parent declaration form will need to be signed at the beginning of each funding period. Any additional hours must be paid for at the current rate on a 'pay as you play' basis.
- If a parent is eligible to claim for the additional 30 hour funding, they will need to apply through HMRC and reapply every 3 months. Consent forms are required to be completed so that we can check eligibility.
- Children receiving Two year old funding allocated by Wiltshire Council will be supported and administered by the Manager who is an EYP.
- For younger children, payment is required for each hour they attend.
- When a child first starts at REY, the Parents are asked to sign a contract with the group stating they are accepting a place with us and that they will pay any fees owed.

The parents are asked to agree the number of hours their child will attend and state the frequency of payment i.e. weekly, monthly or termly. No child will be allowed to attend REY until this contract has been agreed and signed by the parent(s).

- All fees payable should be put into a named envelope and given to the Office Administrator. Online payments are available.
- Messages for the Book Keeper can be left using the 'message' slips found by the sign in sheets.
- Should the number of hours for a child change during the year a new contract must be signed by the parent(s).
- REY does not charge parents/carers for snacks, milk or materials.
- Hot dinners are available to order from the on school kitchen and need to be paid to the Office Administrator in advance.
- Three and four year old children who are in receipt of Child Disability Living Allowance and are receiving the early entitlement funding are eligible for the Disability Access Fund (DAF). DAF is paid to the early years setting through the local authority as a fixed annual rate of £615 per eligible child. We would welcome your nomination when completing the Early years entitlement funding parent declaration form. These funds will be used to support your child within the setting.
- If your child is aged three or four years old and accessing Early Entitlement Funding, and you are in receipt of benefits you could help REY get some extra funding to improve what we provide for your child, by completing the section on the parent declaration form. Please refer to the EYPP policy.

### **Payment of fees**

- Parents may pay any fees owing in one of three ways, a Standing order or direct transfer through their bank, a cheque made payable to REY or cash. We are able to accept Childcare Vouchers and parents will need to inform us of the relevant details should they wish to use this scheme.
- If a family has any difficulties with making the appropriate payments, they may discuss the matter with the Office Administrator. If we are aware of financial difficulties, systems can be put into place and we will try to ensure that the child's place is not jeopardised.
- The Office Administrator will create an invoice for all families due to pay any fees each term, i.e. six times a year, stating the amount due to REY. Full payment is due before the end of each term.
- All contracts must be with the Office Administrator at least two weeks before the end of term in order for accurate invoices to be generated.

## **Arrears**

- If fees are not paid according to the agreed contract, the Office Administrator will allow a further two weeks (ten working days) before mailing an urgent invoice request via recorded delivery to the child's home address. This will ask for the amount owed to be paid in full within the next two weeks (ten working days).
- If, following the urgent invoice request, full payment is not received within two weeks (ten working days) of the request, any extra paid for hours the child attends (this includes early start) will be suspended by the Management Committee.

Therefore the family may only access the hours that are covered by the Free-entitlement for that child. The Office Administrator will inform the family in writing of the hours the child will be permitted to attend.

- If full payment has not been received in the following two weeks (ten working days) i.e. six weeks from the initial payment date the matter will be handed over to the Management Committee who then may decide to take action through the Small Claims Court.
- All records of all invoice requests and information passed between the group and the family will be kept until full payments have been received. Any such records can be used as evidence should the matter be taken to Court for resolution.
- Evidence may also be sought using the Daily Registers to demonstrate the number of hours a child has attended, assisting REY to determine the amount owed by the family.

## **Additional matters**

- For extra hours requested as a 'one off', the Office Administrator will complete a separate invoice and giving a copy to the parent when the hours are arranged. This invoice is to be paid within 48hrs of receipt.
- All verbal messages concerning the payment of fees taken by any member of staff connected with Rainbow Early Years will be documented on a 'Verbal Message' note and passed onto the Office Administrator the same day.
- Hours may be reserved in September only by families who have used REY in the past. Any such hours must be used and paid for as necessary by the end of term 2. From January of each year no family can reserve any hours.
- Fees need to be paid in full whether the child attends REY or not, there are no exemptions for sickness or holidays.

- Fees are not payable if REY is closed due to Teacher Training days, pre booked trips out (e.g. annual summer trip), specific party days (e.g. Christmas) or adverse weather conditions. All decisions are made in conjunction with the Management Committee.
  - An additional charge will be made to the family for late collection of a child. Currently this stands at £5.00 for 10 to 30 mins late, £10.00 for 30 to 60 mins late and £20.00 for over 60 mins. The Office Administrator will create a separate invoice at the request of the Manager/ Assistant Manager for any such incidents. Please also refer to the non-collection of children policy.
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- Payment for 'early start' from 8.30-9.00am and late finish from 3-3.30pm can be taken on the day or upfront if booked in advance.
  - REY may charge for additional activities/events such as Christmas or Leavers events planned.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2010

Reviewed: August 2017 by Manager.

Reviewed: 14-8-18 by Manager.

Reviewed: 30-8-19 by Manager.

Reviewed: 4-8-20 by Manager.

Date of next review: Annually