



## GOONHAVERN NURSERY FEES AND CHARGING POLICY

At Goonhavern Primary School we aim to make our Pre-School as accessible to as many families in the community as possible and therefore aim to ensure our fees are competitive. As a non-profit making organisation we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore the following policy will apply:

### Fees: (From September 2020)

- All three and four year olds are entitled to 15 free hours a week
- Many three and four year olds are entitled to 30 free hours a week. Find out if your eligible by checking on the government website: <https://www.gov.uk/30-hours-free-childcare>
- Children can attend for morning or afternoon sessions, with or without lunch or for full days
- Our hourly rate is £4.50 per hour for any additional hours over and above the 15 hours free entitlement

### Payment Procedure:

- All parents/carers will receive an invoice on a half termly basis.
- The due date on your invoice is the final date payment should be received.
- Weekly or interim payments may be accepted by arrangement.
- Payment for all fees can be made via BACS (the preferred payment method) or by cheque or cash. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.
- Once payment has been received by cash or cheque, a receipt will be issued. It is the responsibility of parents/carers to inform Goonhavern Pre-School if a receipt has not been issued by the end of the week and to keep all receipts for future reference.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform Rachael Murphy in the office.
- Once a child has started at Goonhavern Pre-School, fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday.

### Late Payment:

- We reserve the right to add a £10 administration charge to outstanding bills.
- In the event of a cheque being returned to Goonhavern Pre-School marked unpaid, a £10 administration charge could be incurred.

### Notice Period and Conditions:

- 6 weeks' notice is required if a child is to leave Goonhavern Pre-School.
- If 6 weeks' notice is not received then 6 weeks fees may be charged in lieu of notice.

### Outstanding payments

It is our intention to be sympathetic to the needs of your child/children when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due. Unpaid fees have a detrimental effect on the Pre-School and it is not a situation which we will leave unresolved. We do understand that some families may face genuine difficulty in paying fees. We ask that, in these circumstances, parents or carers speak to Rachael Murphy in

the office as soon as possible, as it may be possible to arrange a flexible payment plan. All matters of this nature are dealt with in confidence and with discretion. In every event, the outcome is that all outstanding fees must be paid.

If the agreed payment structure is not honoured then the following procedure will be followed :

- 1) A reminder will be issued (verbal or written).
- 2) If no response is received, an 'overdue account' letter will be issued, asking for full payment within seven days. If payment is received within seven days then no further action will be taken. This could result in the addition of a £10 administration fee.
- 3) If payment is not received at this stage, we may inform you that your child(ren) will be unable to attend their non-funded session(s) until full payment has been received.
- 4) If this position remains unresolved at the end of the current term (or the agreed period of time) the child/ren's non-funded place(s) will be cancelled and offered elsewhere.
- 5) In the continuous absence of payment in full, steps will be taken to recover the full payment (i.e. the outstanding balance plus all accrued costs) through the English legal system.

The Head Teacher and Chair of Governors will be kept informed of the position at all times and will be paramount in any decisions or action applied.

- 6) If steps 1 – 2 have already been used for one payment period, then these steps do not have to be repeated for a following payment period for that same person.

<p>Please make cheques payable to:</p> <p><b>Cornwall Council</b></p> <p>BACS payments can be made to:</p> <p><b>Account number: 56589905</b></p> <p><b>Sort code: 60-21-37</b></p>
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Reviewed: September 2021

Next Review: September 2022