



**Play • Learn • Grow**

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## **Policy and Procedure for the Payment and Collection of Fees**

### **Policy statement**

This Policy details the fees charged and procedures for payment and collection.

### **Procedures**

- To secure a place for a child at Pre-School a £10.00 administration fee will be required, unless the child is NEG funded, in which case the South Gloucestershire Provider agreement prohibits upfront fees.
- Each school year consists of 6 terms. Pre-School fees for funded children are payable every two terms and on a termly basis for non-funded children. Before and after school club fees are invoiced every two terms. Parents are notified of the required fees by email using the electronic invoice system. All fees are due in advance. Payment can be made on-line using the details provided directly to our bank account or alternatively cash or cheque. Fee payments are checked by the Financial Administrator and entered into the online invoicing system. The Financial Administrator then emails receipts.
- We are registered to receive DfES Nursery Education Grant funding. Children receive funding from the funding period following their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August. Parents are free to use their funding at any 2 registered settings.
- We are also registered to receive 2 year old funding. This funding is available for 2 year olds who meet certain criteria. To access this funding parents must apply via the South Gloucestershire website or ask for assistance in advance of their start date.
- Children in receipt of the Nursery Education Grant and 2 year old funding are entitled to a maximum of 15 hours of funded sessions per week for up to 38 weeks a year. Our term dates are similar to local primary school dates and are published on our website.
- 30 hours extended funding is available at First Step Pre-school Ltd.
- Some employers offer schemes where fees can be paid through them. E.g. Childcare vouchers. We are normally able to accept payment under these schemes.
- Normal sessions are between 9am and 3:15pm. Our hourly rate is different for funded and non-funded children. Please see our website for the latest fees.

- We charge extra for the services we provide which are not covered by the Nursery Education Grant and 2 Year Old Funding.
- We offer before and after school clubs for children aged 3 and 4 years. Before school club runs between 8am and 9am. After school clubs runs from 3:15pm to either 4pm or 5pm. 15 hours NEG funding and 30 hours extended funding cannot be used for these clubs. Please see our website for the latest fees.
- However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. In the case of an absence lasting longer than 5 days, due to holiday or sickness, we ask that you put this in writing, see the Attendance Policy
- We require 4 weeks' notice before withdrawing your child from our sessions. If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of the Nursery Education Grant and 2 Year Old Funding.
- All attempts will be made to help families with payment issues. We will consider regular weekly or monthly payment plans for anyone in particular need. This will be done with the agreement of the Manager/ Deputy or Financial Administrator.
- Non payment of fees will be dealt with promptly and all arrears should be paid before the next term. Reminder emails will be sent out by the Financial Administrator. If payment is not made before the end of the term, the matter will be referred to the Treasurer or Chair and the child may have sessions reduced or lose their place at Pre-school. Where appropriate the Pre-school will pursue payment through the small claims court.
- Fees will be reviewed at the Committee's discretion.
- With regard to the late collection of a child the Pre-school will charge a fee for late collection. The fee will be a proportion of the staff salary for the time they were late.
- Any complaints regarding this policy should be dealt with via the current Complaints Procedure.

This policy was adopted at a meeting of  
 Held on  
 Date to be reviewed  
 Signed on behalf of the management  
 committee

First Step Pre-school Committee name of setting  
29<sup>th</sup> Sept 2021 (date)  
Sept 2022 (date)  
 Signed copy available to view at pre-school

Name of signatory  
 Role of signatory (e.g. chair/owner)

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