42A Fees and charges policy

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| A unique Child | Positive Relationships | Enabling Environments | Learning and Development |
| 1.2 Inclusive Practice | 2.1 Respecting each other. |  |  |

Policy statement

We provide early year’s education to children from the age of two to five. Preschool fees are either by local authority funding provided by the government or paid privately by parents/carers.

If you are funded by the local authority, we have a flexible approach to session hours. Session can be 3 hours or more, during session time, Term Time Only.

Please follow the below link to check your eligibility for two year funding.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/fel.page?e=form%2Ftwo>

We also offer the 30 hours extended funding, should you be eligible. Please follow the link below, to check if you are eligible.

<https://www.gov.uk/30-hours-free-childcare?utm_source=childcarechoices&utm_medium=microsite>

Our sessions are charged at £16.00 for a 3-hour session.

Lunch club is £3.00 (All children bring a packed lunch) we also serve Hot lunch on a Friday, which is £2.50.

Breakfast club is £3.50.

Parents/carers are invoiced at the start of each month advising them of any fees payable. These are to be paid weekly or monthly. Please advise our manager or office administrator on how much you wish to settle your fees. Fees should be settled by the last working day of each month.

**Late collection fees**

Late collection fees, Parents that are persistently late collecting their children the following charges will apply.

* If you are more than 15 minutes late, without notifying us, you will be charged a late admin fee of £5.00.
* If you are more than 30 minutes late, a late admin fee of £10.00. If you are more than 45 minutes late, then a late admin fee of £15.00 will apply.

**Late fees**

If you are late paying invoices, we will now charge a late fee payment. All invoices are due at the end of the last working day of every month. How you choose to pay your fees, is up to you, we accept payment by, cash or bank transfer.

We send regular reminders and if at the end of the current month, no payment has been received, we will have no option but to suspend the child’s place until full payment has been received.

We ask parents/Carers to advise the Manager or office administrator of any difficulties they may be experiencing regarding payment arrangements.

We can offer payment plans which would need to be agreed with the committee first, according to individual circumstances.

If a parent/carer cancels their placement during the term the following will apply.

Government funded – No cancellation charge.

Non-Funded - Fees will remain chargeable for the remainder of the term.

We do have these available book bags, T shirts and jumpers, if you would like to purchase them.

This policy was adopted at a meeting at happy Tots Pre-School.

Held On: 29th June 2023

Date to be reviewed: Next AGM

Signed on behalf of:……………………………

Management Committee:…Jessica Finch..

Name of Signatory: …………………………………….

Role of Signatory:…Chairperson…………………..